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ABSTRACT

A case history is presented of the development and initial operation of the special library at the Criminal Justice Training and Education Center, Toledo, Ohio, during an internship for the Community Information Specialist Program at The University of Toledo. Description is given of efforts in organizing an existing collection of books, documents, periodicals, and miscellaneous materials, in planning physical facilities, and in developing procedures and systematic methods of acquisition, processing, and use of the materials. One chapter is devoted to the systems analysis process that was used in the development, and a detailed description is given in another chapter of the subsystems of acquisition, processing, circulation, periodicals, and reference. A manual system of document processing was used, with natural language subject indexing and control by specialized accession numbers. Some alternative systems which were considered are described, and appendices contain copies of memorandums and notes, and a classification system used in another criminal justice information center. (Author)

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A Thesis

entitled

THE ORGANIZATION OF FACILITIES AND SYSTEMS

FOR

A CRIMINAL JUSTICE RESOURCE CENTER

by

Daryl Gene Ellsworth

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TO THE EDUCATIONAL RESOURCES
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as partial fulfillment of the requirements of
the Master of Arts Degree in
Library and Information Service

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Miles Martin
Advisor

Dean of the Graduate School

The University of Toledo
December 1977

IR005608

An Abstract of
THE ORGANIZATION OF FACILITIES AND SYSTEMS
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Daryl Gene Ellsworth

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ACKNOWLEDGMENT

I dedicate this thesis to my beloved wife and children, who have sacrificed and stood by me during these months. To Lee, I hope that I can now return to help you, after you have completely run our household during my absence. To Eric, Greg, Diane and Jim, I hope to pick up the joys of being a father again, instead of being that stranger who keeps promising to finish this thesis soon.

I also thank Miles Martin and the staff at the Department of Library and Information Services at The University of Toledo, for showing me the true meaning of service in today's real world. The concept of the Community Information Specialist really is working, and I am excited at being able to share in your program.

To Susan Del Vecchio Brown, my "boss" at CJTEC, I thank for giving so much of your time to help me, and for understanding me. You have paid me a great compliment in continuing to develop and expand the Resource Center that I began.

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INTRODUCTION

During the last week of my internship the shelving for the Resource Center was delivered, and we were able to pick up the books, pamphlets, and periodicals from the floor. With this act, I felt that I had finally accomplished what was intended by my internship: I had organized the Resource Center.

During the academic Summer Quarter 1975 of The University of Toledo (June 17 until August 25, 1975) I worked as a full-time intern in developing the Resource Center at the Criminal Justice Training and Education Center in Toledo, Ohio. I was charged with the responsibility of organizing the existing collections of material into a retrievable form, to collect and sort a miscellaneous group of documents and periodicals, to plan necessary physical facilities, and to purchase equipment and supplies. I had to develop the entire set of procedures needed in the operation of the library, or Resource Center as it is known.

The internship was a part of my graduate program in the Community Information Specialist Program at the Department of Library and Information Services at The University of Toledo. This is a Master's degree program aimed at preparing skilled professionals to meet the information needs of communities.

The purpose of the thesis is to describe, discuss, and evaluate the initial development of the Resource Center, and to provide sufficiently detailed instructions so that the Resource Center will be continued. In a larger context, this report should be of value to agencies other than the Criminal Justice Training and Education Center (herein known as CJTEC), in assisting them to establish similar information centers.

A major section of the thesis is devoted to the problems which were faced in the development of the Resource Center, and the solutions which were adopted. Because the Resource Center has as its principal purpose the provision of information services to its patrons, I have included a brief discussion of the staff at CJTEC who were the chief clientele. A detailed description is presented of the systems of acquisition, processing and use of books, documents, and periodicals, and thus some guidelines in the day-to-day operation of the Resource Center are included. Some organizational and historical data are provided to place CJTEC and its Resource Center into perspective.

This is a case history of my efforts, a personal struggle to bring forth the working entity of the Resource Center. In this context my work could be likened to the principles and processes of "action research", in which I accepted a given situation and, after defining the problem, I decided upon certain actions which involved people in effecting the solutions. There was no survey instrument used in my work; there was no control group studied; there was no typical literature review made. Throughout the development of the Resource Center I attempted to place into effect workable processes as I went through the procedure of analysis. In action research the stages of identifying the problems, developing hypotheses, constructing data-collection procedures, and of the collecting and analyzing data all include action, and it is not needed to put a further stage into the program, that of "from data collection to action".*

I am fortunate to have had several years' experience in the development and operation of information centers, and have brought some of my

*See for example the paper: Palmer, Parker J. and Jacobson, Elden; "Action-Research: A New Style of Politics, Education and Ministry. Paper Number 6"; 1971; Available in ERIC as ED 080 044.

experiences to bear upon the design of the Resource Center system. I have been a Senior Information Specialist at Battelle Columbus Laboratories, Columbus, Ohio, the Engineering Librarian at Rockwell International, and the Research Librarian at The Center for Vocational Education at The Ohio State University.

The library/resource center in the field of criminal justice is just now coming into its own, in a professional manner sometimes not appreciated by management of criminal justice organizations. I can only hope that my efforts have been helpful to CJTEC, and that my thesis is of value to planners and administrators of other agencies. In Chapter Three I have followed a "systems analysis" procedure in discussing how the Resource Center was developed. It follows that this procedure is appropriate to other information systems and is not limited to those involving criminal justice materials.

CHAPTER ONE

THE CRIMINAL JUSTICE TRAINING AND EDUCATION CENTER:

BACKGROUND AND ENVIRONMENT

The Criminal Justice Training and Education Center (CJTEC) was located at 316 North Michigan Street in downtown Toledo, Ohio during my internship. Since then, CJTEC has moved to the new Lucas County Corrections Center, 1622 Spielbusch, with greatly expanded facilities. It specializes in pre- and in-service professional training activities. The Center's program is multidimensional in that its activities focus on functional components within the criminal justice system: police, courts, corrections and community crime prevention.

The Center is certified as a Class A training academy from the Ohio Peace Officers' Training Council. The Ohio Revised Code, Chapter 109, provides legislative authority for the council to establish minimum standards and requirements for training of peace officers in Ohio. It has certified thirty relatively permanent police academies operated by various cities and governmental units, including the Ohio Highway Patrol. Certified training schools must provide, as a minimum, training in the subjects listed in the OPOTC curriculum for public or private peace officers for the minimum hours listed. Training must be provided by OPOTC certified instructors. In the example of CJTEC, many of the training academies provide more training than the required minimum, and on subjects not necessarily required by OPOTC. OPOTC also grants a short term certification (Class B) to agencies addressing short term problems.

The organization and operation of CJTEC reflects a regional orientation. Under the Ohio Comprehensive Criminal Justice system, there are six joint city-county agencies in the major metropolitan areas known as Regional Planning Units (RPU's), each being the conduit for state and federal block-grant funds in its respective area. Thus, the Toledo/Lucas County Criminal Justice Regional Planning Unit is the channeling body for funds for the Criminal Justice Training and Education Center and other criminal justice bodies in Toledo or Lucas County. This RPU is located in offices at 316 North Michigan Street, and still provides some administrative support for CJTEC. During my internship I came into contact with RPU staff, and accepted certain of their documents and books as part of the Resource Center activities.

CJTEC opened in January 1974 as a new facility, replacing the Toledo Police Academy which no longer exists, and introducing training programs that had never been offered in prior years by the academy. CJTEC assists local criminal justice agencies in assessing their short-term and long-range training needs, helps develop individualized training packages, and constructs effective delivery systems. This professional consulting service is free to participating agencies. CJTEC also maintains a regional training film repository and a videotaping studio (not as a part of the Resource Center). During my internship period, the director of CJTEC was Bob Rack, a young and dynamic attorney who guided developments until late 1976 when Susan Brown assumed the role as director.

As mentioned, there are four distinct organizational sections at CJTEC (not including the Resource Center and the Media Studio): the Police Component, the Courts Component, the Corrections Component, and the Community Component.

The Police Component is responsible for all activities relating to police training, on an areawide basis. The Police Component develops course curricula, establishes objectives, and conducts basic training programs for police which fulfill more than the mandatory training requirements. Police officers from the Toledo Police Department are assigned to CJTEC as part of local funding arrangements, and the Lucas County Sheriff's Department has provided CJTEC with the services of their training officer. In addition, close cooperation is also made with other local police departments in the Lucas County area.

Titles of some of the courses offered by the CJTEC Police Component in 1974-75 are given below, as an indication of the nature of its program as it existed during my internship: Basic Law Enforcement, Police Management Supervisor, Family Crisis Intervention, Search and Seizure, Bombing and Incendiary Investigations, Sex Offender as a Police Problem, Instructor Training, Crisis Intervention in the Case of Forcible Rape, Police Human Relations, Criminal Investigation, and Police-Community Relations.

The Courts Component designs and implements training courses and professional development programs for court and court-related personnel. An attempt is made to increase community understanding and involvement with the courts, and close cooperation is made with other components of CJTEC. Some of the courses offered by the Courts Component were: So You Want to be a Court Observer, Supervision and Management in the Courts, Crisis Intervention in the Case of Forcible Rape, Court Security Detail Officers, Orientation to the Criminal Justice System, and a seminar on the Videotape Trial.

Development, coordination, and implementation of correctional and

rehabilitational training programs at both the managerial and service levels in the region are conducted by the Corrections Component. Special emphasis is placed on the juvenile justice area. In order to coordinate meaningful training practices, the Corrections Component Leader also maintains a close working relationship with area law enforcement and corrections agencies. Some correctional training programs included the following: Detention Services Training, Correctional Training Academy, Regional Youth Service Bureau Staff Training Institute, Caseload Management, Juvenile Justice Administration, and Jail Administration.

A unique feature of CJTEC is the Community Component. This group is responsible for increasing community awareness of the crime problem and its prevention. The program is accomplished by development and implementation of training courses designed for the general public, as opposed to the professional members of the criminal justice system. In addition, the Community Component Leader is concerned with providing citizens with the opportunity to play an active role in the prevention and reduction of crime. A few of the courses offered in 1974-75 were: Crime Prevention Program for Youth, Community-wide Conference on Everybody's Justice, A Brown Bag Program on Rape, and Program for Reduction of Criminal Opportunity.

Other CJTEC staff members important to note were as follows:

Ms Sandra Fore was the Administrative Assistant during the earlier part of my internship, but left on medical leave. Her duties were ably filled by Suzan Davie, who is still in this position. Suzan became a good friend and co-worker. She helped immeasurably by arranging typing support, placing orders for supplies and equipment, assisting me with vendors, pleading my case with CJTEC management and staff, and by just being a

friend and helper. Peter "Chip" Kladder, then a second-year law student at The University of Toledo Law School, worked on a half-time basis at CJTEC that summer, and was assigned to help me in the Resource Center. Without his assistance, patient prodding, technical guidance and all-round moral support, my work in developing the Resource Center would have been very difficult. Chip provided the legal and technical background to balance my expertise in library and information science technology.

After my internship was completed a temporary position was established for a library technical assistant. I am pleased to learn that this has now been expanded to a full-time position, and the Resource Center is staffed on a regular basis.

There was a friendly, informal atmosphere at CJTEC in the Summer of 1975, a factor which helped considerably.

CHAPTER TWO
THE RESOURCE CENTER OF CJTEC:
BACKGROUND AND ENVIRONMENT

During the initial interview for my internship, I was told that my primary function was to catalog the books in the library. In looking over the library, however, I immediately realized that "cataloging" was probably the least necessary task facing me. There was a collection of relatively old books that remained from the Toledo Police Academy library. There were boxes and boxes of unsorted books, reports, periodicals, pamphlets, hardware and other miscellany. Most important, however, there was no system of acquisition, indexing, circulation or other use of these materials. Instead of picking up the books and assigning classification symbols to them, I found myself making almost a complete systems study of the total package which by then had become known as the Resource Center.

As mentioned, CJTEC became operational in January, 1974. During that first year another intern from the University of Toledo's Department of Library and Information Services was asked to organize the Resource Center. She was able to put the materials into a reasonable semblance of order by the time her internship was completed. However, many of her suggested procedures were not implemented, and there was only limited support given to the Resource Center in the year or so to follow. The materials from the Toledo Police Academy lay unused with no library staff to manage them, and the CJTEC staff acquired their needed instructional

materials through their own individual efforts. Books, periodicals and reports thus obtained were kept in staff offices for use by that staff member. No centralized records were made; the materials were not inventoried. The library collection from the Toledo Police Academy was gradually scavenged until it no longer was a valuable asset.

In early 1975, however, a reorganization placed Bob Rack as the new director of CJTEC, and he decided that the situation needed much improvement. Bob realized the need for a strong library resource, and decided to build back this asset. Thus were the arrangements made for my internship, and for another intern to follow in my footsteps.

Knowing that physical facilities are vital to successful operation of a library or resource center, I started early in the internship to plan shelving, to study vendor catalogs for equipment, and to interview library and office equipment vendors. I was fortunate in this respect, in that CJTEC had already made good contacts with several local companies in this field. On my first day in the internship, in fact, I completed two interviews with local sales representatives and later received written estimates from both for library facilities. One company even had its planners put together a suggested floor plan using the dimensions that I supplied.

Another fortunate feature of the setting of CJTEC was that the Toledo/Lucas County Public Library main facility was located immediately across the street from the office building housing CJTEC. The librarians there helped me in many ways. The acquisitions person donated several library supply catalogs, and some samples of the cataloging and filing forms used in the public library. In addition, I found that the nearby convenience of such a fine collection assisted me in answering several reference questions of the CJTEC staff.

During my internship I was asked to monitor a class of "Orientation to the Criminal Justice System" that was being presented by CJTEC. My task was to attend all sessions, to deliver messages to the students, introduce speakers, take attendance, and make sure that the needs of the students and instructional staff were attended to. In return I received a small stipend and a tremendous return in knowledge about the criminal justice system.

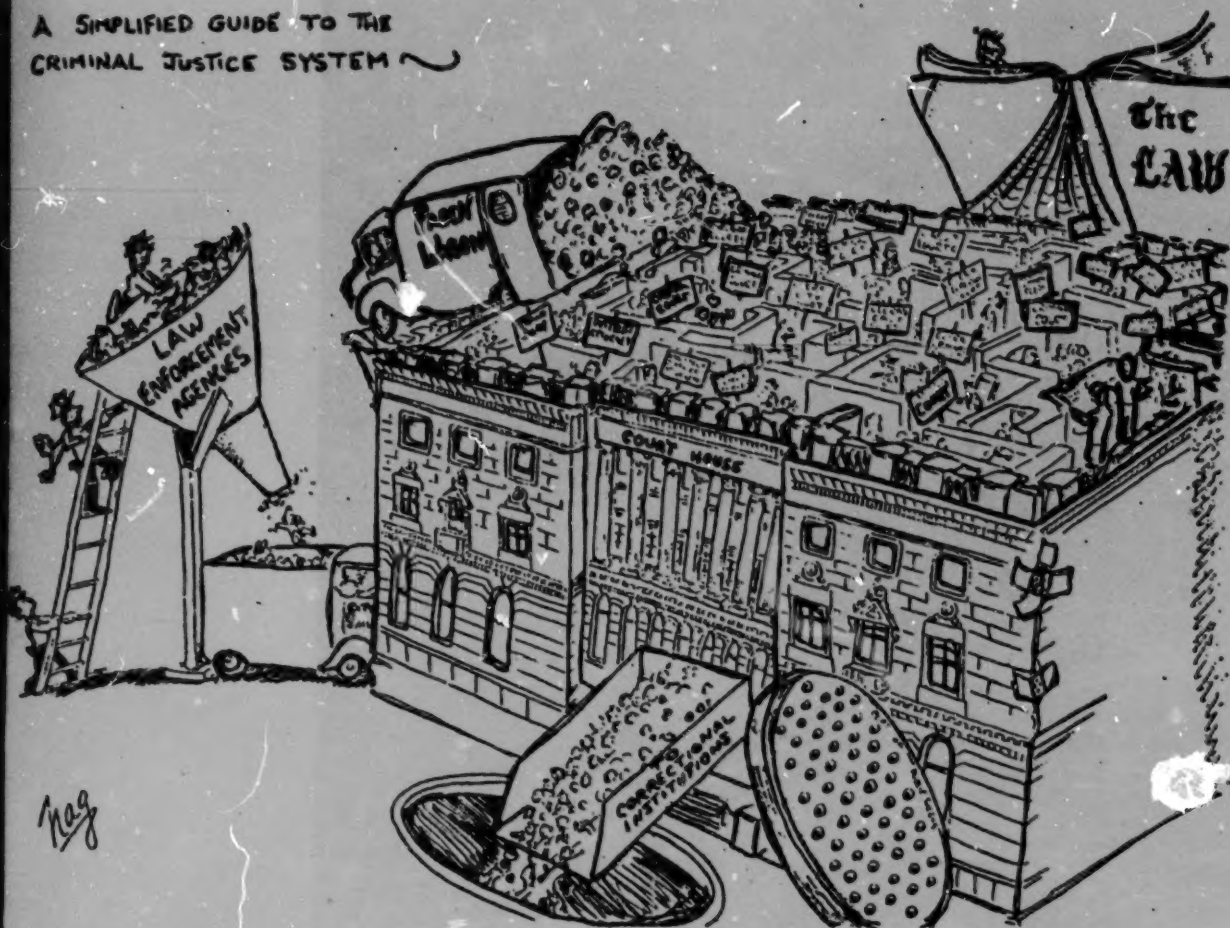
I attended excellent presentations on law and society, the courts, the corrections system, law enforcement, and the citizens' role in the criminal justice system. We conducted "games" in which we were assigned various roles, we participated in a mock trial presented by a group of law students, we toured local correctional facilities and interviewed inmates. We even participated in a "ride-along" with local police officers, being with them on an entire shift in their police cruisers, and following them as they conducted their duty routines. This experience prepared me in a most effective way for my work in the CJTEC Resource Center. The cartoon on the following page should be of interest.

The Resource Center collection was housed in a small room shared by another staff member when I first saw it, but plans had already been made to move it into two adjoining rooms. Many of my first efforts were in inventory and sorting, moving and cleaning.

Memoranda and notes were written to CJTEC staff, giving progress reports, plans for future activities, and also making pleas for cooperation and assistance in the various developments of the Resource Center. I made visits to offices of all the CJTEC staff, and most of the staff came to see me from time to time. A copy of many of the memos and notes is given in the Appendix, intended to demonstrate the "flavor" of my work.

"THE LUCAS COUNTY JAIL"

A SIMPLIFIED GUIDE TO THE CRIMINAL JUSTICE SYSTEM ~



The fact that the Resource Center was located on a different floor from that of the offices of the CJTEC staff is viewed both as a plus factor and as a detriment. For staff members to visit the Resource Center a definite overt move became necessary, and staff members did not "drop in" as much as I would have liked. On the other hand, the separation provided a necessary privacy to the Resource Center, in that we did not have people taking their breaks during our work period. We could concentrate for longer periods of time on our processing of documents or on our sorting, or in needed planning sessions.

In the next chapter I have presented a more detailed picture of various aspects of the systems analysis process for information centers, as I applied it to the specific needs of the CJTEC Resource Center. Then in the next chapter I describe the various subsystems that I developed in the Resource Center with help from Chip Kladder and others. It was necessary to be a generalist as well as a specialist in this development. Simultaneous with planning physical facilities we had to work with sorting documents, many of which were literally stacked around the floor. We answered some reference questions from staff, but admittedly our capability to do reference work was better in the latter part of my internship, after we had done at least preliminary analysis of many of the documents.

If any drawback can be emphasized, it must be that there was very limited budget for the Resource Center development. As will be seen, the planning of the CJTEC budget year had been completed just before we began the process of developing the Resource Center, and no specific provisions had been made for monies for the Resource Center. Thus the efforts were done on a shoestring budget, and we were forced to make compromises. In retrospect, I sincerely feel that the system that was

put into operation was good, and made the best possible use of the money that was available in the time allotted. As it has turned out, the system still works successfully. It does provide possibilities for future expansions of holdings, and the indexing system (now using card indexes) could easily be converted to a mechanical or computerized system with little or no change in the existing procedures.

CHAPTER THREE

RESOURCE CENTER SYSTEMS DEVELOPMENT:

CHALLENGES AND SOLUTIONS

In deciding which specific policies or sets of procedures would be most appropriate to the Resource Center, I was given much flexibility and could suggest almost anything within budgetary restrictions. If the very limited budget would have been less of a problem, I probably would have attempted to install a more sophisticated system of acquisition and of processing of the library materials. I probably would have bought many documents and periodical subscriptions which I was forced to omit from our collection at the time. However, this money shortage probably caused a more practical system to be implemented. I decided on a manual card index using human language subject indexing rather than a relatively expensive mechanical or computerized system. This system was very simple to initiate and to put into operation, and it was not necessary to hire or train specialists, such as key punch operators or catalogers.

I did perform many of the operations needed in a systems analysis process, although it will be seen that the analysis certainly was not made in the orderly fashion given in textbooks. In the design of the various portions of the Resource Center I followed much of the procedural program of Liston and Schoene*. The major part of this chapter is a step-by-step discussion of how I applied their procedures to the CJTEC

*Liston, David M., Jr. and Schoene, Mary L., A Systems Approach to the Design of Information Systems ; Journal of the American Society for Information Science; March-April 1971; pp 115-122.

Resource Center system. Figure 1, page 17, shows that there should be four distinct phases in the evaluation, design, and implementation of information systems, according to Liston and Schoene:

Phase I..... System Requirements and System Evaluation,
 Phase II.... New System Design,
 Phase III... Pilot-System Installation and Evaluation, and
 Phase IV.... Total-System Implementation and Training.

The reader should note that there is an universality in this program. Even though I used it for the design of a criminal justice information system, the same procedures could be used in the design of any information system, large or small. In a like manner, the system that I put into operation at CJTEC could easily be adapted by others developing libraries or resource centers for organizations of many specialized needs. The reality of the situation, and environment at the time dictated that I use practical and inexpensive systems at the CJTEC Resource Center. In this, I did not invent new procedures or devices (although I feel that I used some unique approaches, as will be discussed further), and I did not introduce new technology.

There is a similarity between my efforts at the Resource Center and those involved in the concept known as "Action Research". Palmer and Jacobson, in their essay on action research, have described in length the requirements for dealing with problems in today's society, and have delineated methods of solving these problems, using the concept of action research: "Research becomes a form of action when it is done not by the experts but by the people who themselves must act... It is not so much that research done this way leads to action, though that is certainly true. More important, research done this way is a form of action... It engages people with the problem face-to-face..."

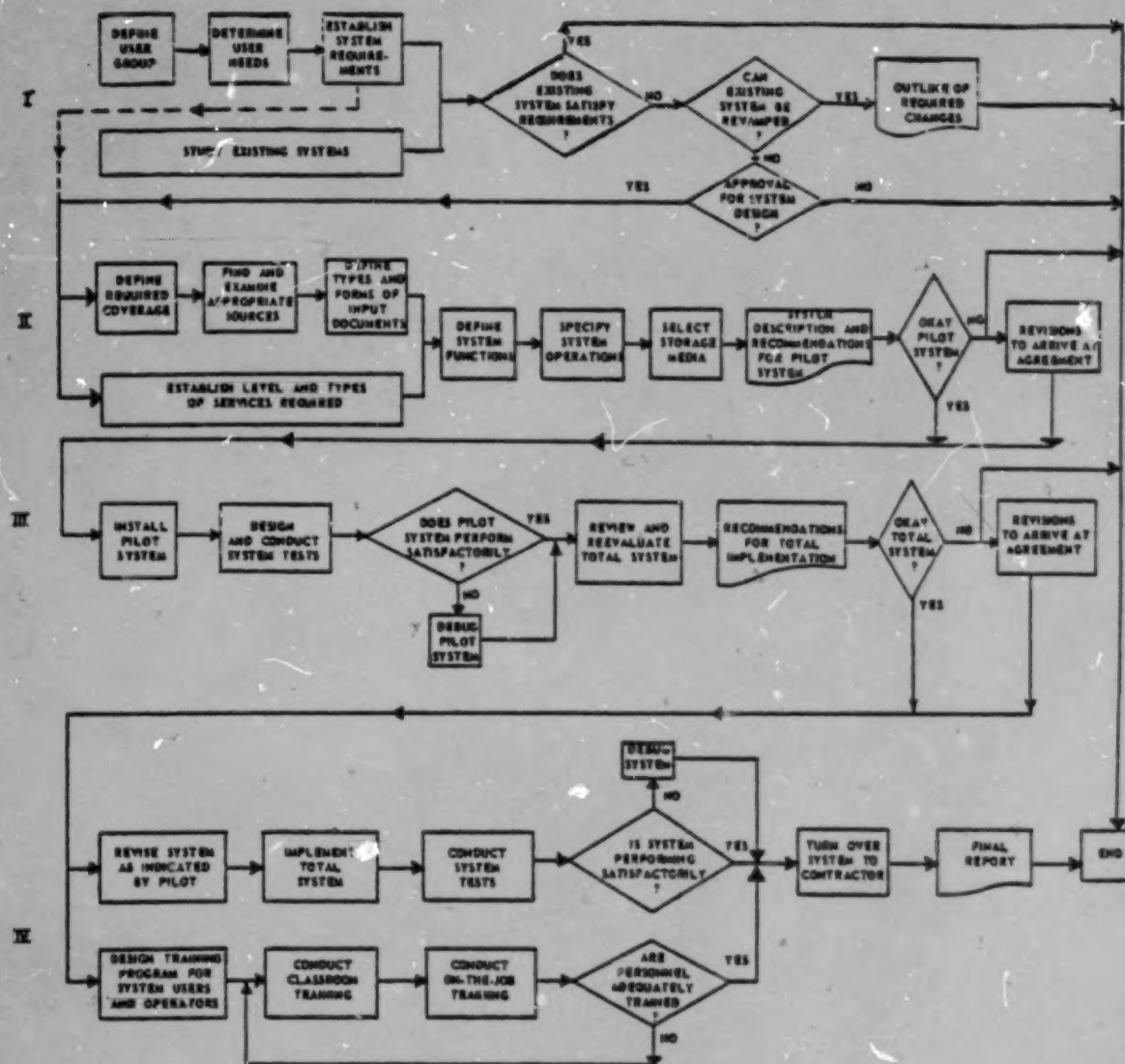


Figure 1. Typical Information System Design and Implementation Program.

In the manner of action research, I was involved in making decisions at the same time I was defining the problem. I used very pragmatic actions during a "data-collecting" phase, and put systems into operation early in the internship.*

Limitations of time forced short-cuts in the systems development that I performed at the Resource Center. If the reader will follow the flow-chart on page 17 in considering how I applied these principles to the needs of the Resource Center, understanding will be facilitated. The reader should note that I was able to complete only the Phase I and Phase II efforts, and the pilot system what was designed for the Resource Center was installed without extensive testing. Phase IV, a relatively continuing effort of debugging, adjustments, advancements, and other modifications, is being conducted at the present time, even though the Resource Center staff probably do not think of them as being distinct steps in a systems development. Let us begin:

Define User Group. The group which the Resource Center was planned to eventually serve included all the staff of CJTEC, members of the Regional Planning Unit, officers of the Toledo Police Department and of the other police departments in surrounding communities, and the various students being reached by the CJTEC training programs. During the time of my internship, however, the CJTEC director defined the user group as the staff in CJTEC and the RPU. The rationale behind this decision was that the CJTEC Resource Center did not have at that time an adequate staff, facilities, and other resources that would be needed

*The reader should obtain a copy of the essay on action research, as listed in the Bibliography, page 101, in order to better understand how my work in the Resource Center was similar. The key to understanding is found in the premise that there is no need for a separate phase of research called "action", but that action is found in all phases of the research program.

if the larger group were to be served. During the interim it was necessary that the CJTEC staff make needed arrangements to serve the document needs of their students, instead of calling upon the Resource Center.

Determine User Needs. This was one of the more difficult parts of my internship, and not because of lack of initiative or cooperation from any of the staff. I visited each component leader and discussed their individual requirements for data and documents. Early in the internship I sent each a memorandum (see page 64) asking for assistance in a preliminary inventory of periodical and newspaper subscriptions that were being received, or were considered needed. Throughout the internship period I encouraged staff to let me know about their needs. However, that was a time of development, the CJTEC training periods were just being put together for the coming year, and the staff knew that I was not a permanent member of their group. As a consequence, I was forced to work in the dark regarding user needs during much of the time, and I could not be as proactive as I would have desired.

Establish System Requirements. In a systems analysis it is the responsibility for the administration of the organization to take the positive step of deciding what the information system is supposed to do, and what impact is expected from the information system. Unfortunately, this decision could not be made. Instead, I more or less used my own experience and the contacts with the CJTEC professional staff to guide me in outlining the system requirements. It was clear that the CJTEC Resource Center was to be a special library as opposed to the general public or academic library. The collection was small and very specialized. Because of its concentration of subject matter in fields

of criminal justice, it was not appropriate to use any standard system of subject classification, such as the Library of Congress system.

In general, the system requirements of the CJTEC Resource Center included the following elements, as I saw the need: Acquiring, organizing, maintaining, utilizing and disseminating informational materials germane to the activities of CJTEC and appropriate within budgetary limits. The staff of the Resource Center would be charged with the responsibility of acquiring materials for the current and future needs, and with organizing the materials for the most effective use of the staff of CJTEC and the RPU. When aware of the permanent needs of the staff, the Resource Center staff should be alert to provide current awareness services to them, in obtaining and providing to the staff materials that fit their needs. The Resource Center staff should be proactive in their services and not wait for the requests of the CJTEC staff before taking action. Resource Center staff should also be alert to and aware of the range of services that are available in other libraries and information services, in order to provide the most efficient and complete service to CJTEC.

Study Existing Systems. There was no existing system at CJTEC when my internship began. A card file of authors and titles was found, listing most of the books from the Toledo Police Academy library, but many of the books were not available. Some periodicals were being received, but no central record of the list of titles and subscription renewal dates was found. Staff members would identify and obtain their needed books by individual efforts, sometimes by personal purchase and sometimes by a purchase request through CJTEC. Those paid with CJTEC money were given to the staff member with no record being kept of ownership. Some of the

books from the academy collection had been "signed out" to persons not on the CJTEC staff, i.e., police officers who had previously used the library at the Toledo Police Academy. However, there was no follow-up of these books in circulation and most were never recovered.

It was concluded that the "existing" system did not satisfy the requirements. In fact, the principal purpose of my being assigned to the Resource Center became the design and implementation of such a system. I thus moved into the Phase II portion of the systems analysis, that of New System Design.

Define Required Coverage. As discussed earlier, the Criminal Justice Training and Education Center was organized with four basic training areas, or "components". There were the Corrections, Courts, Police, and Community Components, and the Resource Center was to provide the necessary support for programs administered by these components. In 1974-1975, the time period immediately and during my internship, the class schedule included the following courses, in alphabetical order:

- Basic Law Enforcement
- Bombing & Incendiary Investigations
- Brown Bag Program on Rape
- Caseload Management
- Community-wide Conference on Everybody's Justice
- Correctional Training Academy
- Court Security Detail Officers: Correctional Employees and Officers of the Court
- Crime Prevention Program for Youth
- Criminal Investigation
- Crisis Intervention in the Case of Forcible Rape
- Detention Services Training
- E.O.P.A. (Economic Opportunities Program Administration)
- Staff Development Training
- Family Crisis Intervention
- Instructor Training
- Jail Administration
- Juvenile Justice Administration
- Management Supervisor
- Matrons and Special Problems they Encounter
- Orientation to the Criminal Justice System

Police Community Relations
 Police Human Relations
 Program for Reduction of Criminal Opportunity
 Regional Youth Service Bureau Staff Training Institute
 Search and Seizure
 Sex Offender as a Police Problem
 So You Want to be a Court Observer
 Supervision and Management in the Courts
 Team Policing

Because the curricula and course schedules had not been firmed up for the coming year of 1975-1976 during the time of my internship, I used the list of the previous year's courses for guidance. In addition to this, I was alert for other materials in general fields, such as books and materials describing methods and opportunities for receiving grants and for writing proposals.

Find and Examine Appropriate Sources. Sources of documents were many and varied, but two major sources deserve mention: the National Criminal Justice Reference Service (NCJRS) and commercial publishers. The NCJRS is established under the Law Enforcement Assistance Administration (LEAA) of the U.S. Department of Justice. Its purpose is to provide a central information reference source for the nation's law enforcement and criminal justice community, and to use and disseminate that information to most effectively support the reference information needs of that community. The NCJRS data base is organized as a broad-based collection of data covering all aspects of law enforcement and criminal justice, to include LEAA research and development and action grant project reports and studies. The data base also includes publications, books, tape libraries, and other documentation materials from a wide variety of government and non-government sources. NCJRS maintains information exchange with other reference and documentation information services. The data base contains bibliographic identification and an abstract of

of each item in the system.

NCJRS functions by sending reference cards known as SNI (Selective Notification of Information) to each registered user of criminal justice documentation. The SNI cards can be used as an indexing tool in a library setting, and many of the referenced documents may be obtained free or borrowed from NCJRS, either in paper form or in a microfiche form. In addition, the data bank at NCJRS may be searched by computer for references to support a specific problem area. This computer service is also free to registered users.

Commercial publishers were the second major source of documents and books for the Resource Center. Many of the books purchased were identified through the NCJRS SNI cards, and some were selected because of fliers, periodical advertisements, and a variety of means. Included in this category is a group of specialized agencies, such as the International Association of Chiefs of Police and the many sources of films and audiovisuals. A source utilized later during the internship was the Government Printing Office of the U.S. Department of Commerce, and the local libraries were also good sources.

Define Types and Forms of Input Documents. The "input documents" at the Resource Center consisted of such materials as books, research reports, reference materials (such as directories of criminal justice organizations), brochures and pamphlets, periodicals and newsletters, and a variety of fliers. We decided that the indexing of the books and technical reports would have the top priority, and the brochures and pamphlets would be placed into a vertical file (basically an uncataloged but categorized collection, sometimes kept in a filing cabinet by subject or informal separation means). It was not intended that periodicals

would be indexed, although I had hidden in the back of my mind a plan to give an informal indexing of periodical articles that were considered of high priority interest for CJTEC programs. It had been routine practice of CJTEC component leaders to include in their training programs either a list or actual copies of appropriate periodical articles, and I had hoped to be able to help the component leaders find these articles.

Establish Level and Types of Services Required. Some services that were planned or actually provided have been discussed on pages 19 and 20 under the topic "Establish System Requirements". Basically I attempted to provide the following, within guidelines supplied me by Bob Rack and my immediate supervisor at CJTEC, Susan Brown:

- Selection and acquisition of materials;
- Adaptation and implementation of cataloging, indexing and other library processing principles appropriate to the collection;
- Reference and bibliographic services;
- Supervision of other Resource Center staff, namely Chip Cladder;
- Establishment of procedures essential for all operations essential for efficient management of the Resource Center;
- Planning, organization, and evaluation of the services; and
- Communication and coordination of Resource Center matters with other CJTEC staff.

Define System Functions, and Specify System Operations. I have combined these two topics into one discussion for simplification. The System Functions are the processing steps necessary to carry out the required activity, and only a summary is given in this discussion. The System Operations are the major, specific units of work required. An inventory of the system functions and system operations for the various subsystems of acquisition, processing, circulation, and reference (or use), reveals the following needs:

Acquisition subsystem: Identification of the needed docu-

ment or periodical or data element; preliminary selection based upon requests from staff or pre-identified needs; check for duplication or prior orders; typing an order form or letter request; coordination with the CJTEC Administrative Assistant if purchase order or prior payment is needed; maintenance of appropriate files during and after acquisition of the document; logging in upon receipt of the item.

Processing subsystem: Bibliographic and subject indexing; assigning accession number; preparation of index worksheet; typing of the index cards and duplication of the cards for indexes; preparation of the document for shelving; maintaining appropriate records and index files; delivery of the document to the requestor, or shelving it in proper order by accession number.

Circulation subsystem: The Circulation subsystem was only partially established during my internship. It was intended that pocket cards would be used, signed by the patron who checked documents out of the Resource Center. However, these had not been placed into use and an interim system was set up. This consisted of a card file with just a list of the accession numbers that were signed out to staff members.

Reference subsystem: A variety of functions were involved, depending upon the nature of the reference question and the priorities of obtaining the answers. Basically, however, the procedures involved first interpreting the question to determine whether the books and materials in the Resource Center would satisfy the requested needs. If not, a search of outside sources such as other libraries or agencies would be necessary, then a follow-up activity of obtaining the items. I did not attempt to provide interpretive or analytical reference services during the time of my internship.

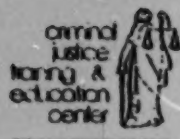
It has long been my personal conviction that a librarian is a special breed of person, in possessing an inner motivation based upon service, with the emphasis being deliberate. A librarian must have a hunger for knowledge and an almost sneaky constant search for ways to get the most data in the best possible manner. The information system of the library or resource center is established for the sole purpose of building a collection of usable references and literature that are responsive to the needs of his patrons. Thus, my concept of a librarian in the most professional sense is a person who is good, even zealous at providing prompt and thorough reference services to the patrons. In a small library such as the Resource Center of CJTEC the librarian must perform many functions, he must do many things. However, as I see it, each of the other functions are but preparatory to the principal one, that of giving reference service.

Select Storage Media. The books and documents at the CJTEC Resource Center were all "hard copy". Part of the collection consisted of films and video tapes, but these were maintained by the Police Component staff members. Traditional library shelving was purchased to store the documents.

In reviewing the sources of documents which would be needed for the Resource Center, I learned that the NCJRS was beginning a major program of providing microfiche copies of many documents, and I suggested that we consider moving into this medium (see my memorandum dated June 26, page 66). For those readers not familiar with microfiche: this is a microform of 4 by 6 inch sheets of microfilm, storing almost one hundred pages of documentary materials in miniaturized format, depending upon the reduction ratio used in the filming process. An average book or

report, say of 250 pages in length, could be stored on less than three sheets of microfiche. Appropriate readers and reader/printers are available from a variety of equipment manufacturers, to project a full-size image of the miniaturized page to a readable size, and to print a readable copy if needed. I must add, however, that my request for this equipment was received with the same answer of no budget at the present. This format is rapidly becoming standard in many libraries and information centers, and I hope that consideration is again made to explore the use of microfiche for the future.

System Description and Recommendations for Pilot System. The sub-systems of acquisition, indexing and use of documents and reports are more thoroughly detailed in Chapter Four. After much thought and study, after many conversations with various staff at CJTEC, after much searching through catalogs and manuals, after discussions with vendors' representatives, and after much consideration of the cost and efficiency factors concerning various systems under study, I decided to use a manual card index system in the CJTEC Resource Center. An accession number pattern was used as the principal document control, and other separate indexes covering Subject, Author(s), Title, Institutional Author, Project Sponsor, Contract/Grant Number, and other special use indexes were set up. A copy of the index card format is given in Figure 2, page 28. Final file card size of the indexes was five inches by eight inches, and the master card (shown in Figure 2) was deliberately set up in the size of five and one half inches by eight and one half inches. The size of the master card is such to accommodate the standard $8\frac{1}{2}$ by 11 inch size paper stock, and these (two on each page) were reduced by the copying equipment available at the time. This is further explained in



Title

CJ-

TPA-

NCJ-

Other

Author(s)

Institutional Author

Project Sponsor

Availability

Contract/Grant Number

Document Date

Document Type

No. of Copies

No. Pages

Subject Descriptors

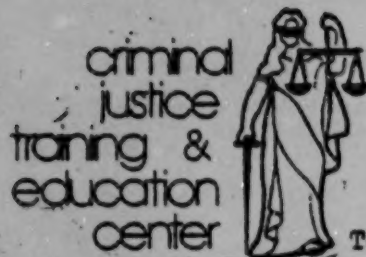
Chapter Four, pages 46 through 48.

The unique feature of the indexes was a deliberate redundancy of the data. The complete bibliographic and indexing data concerning a given document were typed or handwritten on a cataloging worksheet (see an actual sample, page 30. The sample has been reduced from its normal $8\frac{1}{2} \times 11$ inches). Usually, we did not write abstracts of the book or document, but it was my intention that any available abstracts would be put on the back of the master index card.

The data on the worksheet were later typed onto the master (buff colored) index card, shown on Figure 2, page 28. Then this master was duplicated in as many copies as necessary to accommodate all the retrieval points. Extra copies would also be made as give-aways to the patrons as needed. Retrieval points were identified by the use of a red mark underlining the author on one card, the title on another, and other parts of the indexes as appropriate. There was no effective limit on the number of subject terms that could be chosen to describe the document.

The system that I chose for indexing the collection was a good one, but the reader should not think that I "invented" it. I made many changes and adaptations, but the basic system is certainly not new. I have used a 5 by 8 inch card filing system in past information centers, and am aware that this system is standard in many specialized libraries.

Follow-on Steps in Information System Design at CJTEC Resource Center. At this point of the Phase II, New Systems Design, I complete my discussion of the systems analysis process. We were in a constant evolution up to and after this phase, and we were operating the system and subsystems even during this early time of development. There was no time for pilot testing or debugging; this must be done by others.



RESOURCE CENTER
CATALOGING
WORKSHEET

CJ - _____

TPA - _____

NCJ - _____

Today's Date _____ No. Copies _____ Other _____

Title: _____

Author(s): _____

Inst Author: _____

Project Sponsor: _____

Availability: _____

Contract/Grant No.: _____ Document Date: _____

Document Type: _____ No. Copies: _____ No. Pages: _____

Subject Descriptors: _____

Special Instructions to Typist: _____

(Check if additional data over _____)

Figure 3. Resource Center Cataloging Worksheet

CHAPTER FOUR
ACQUISITION, PROCESSING, CIRCULATION AND OTHER
RESOURCE CENTER SUBSYSTEMS

Throughout the entire developmental period I recognized that there were several "subsystems" intermeshed within the overall system at the CJTEC Resource Center. Because of the need to become operational as soon as possible, and because of the need to develop long-range plans and procedures, I found myself active in parts of these subsystem functions without consciously thinking of them as subsystems. I placed simultaneous orders for equipment and supplies which were needed for acquiring documents and books, for keeping records of orders and the receipt of documents and periodicals, for indexing and storage use, and for circulation of the materials. I placed orders for books and periodicals before I had the subsystem of "acquisitions" even fully thought out. We were well into the sorting and preparatory indexing of the documents and books before we realized that we were already functioning in the "processing" subsystem. I answered reference questions before there was a recognizable "reference" procedure. We stored books and documents in piles on the floor long before we received our shelving and formulated any subsystem of "storage". Staff members came in and borrowed books and materials before we had any method of charge-out, or "circulation".

Gradually, however, patterns began to emerge. It is my intention to expand upon the brief descriptions given in Chapter Three and earlier,

and to present some of my thinking and rationale behind my selection of the many procedures of each subsystem. Thus, a discussion follows about The Acquisition Subsystem, The Processing Subsystem, The Circulation Subsystem, The Periodicals Subsystem, The Reference Subsystem, and Some Alternative Systems Considered.

THE ACQUISITION SUBSYSTEM. Considerations involved in the acquisition of books, documents, periodicals and other materials included many questions which needed answers. Would the acquisitions be in response to specific staff requests, or should the initial selection be done by the librarian, with his veto power being strong? Obviously, the answer to this should be that specific staff requests should always be filled within budgetary limits, but the librarian should also have the prerogative to place orders as considered needed by the CJTEC.

Cost factors needed to be considered: Should there be a restricted top limit placed on cost of materials that can be ordered by the staff of the Resource Center? Should there be a line budget given to the Resource Center for such purchases? Should the Resource Center ask the staff member who wants something ordered for his "charge number"? Why buy it if it could be obtained on loan? Should there be a limit of one copy, or should we buy one for each staff member who would have an interest in it? What about deposit accounts?

What format should we use in our records system for acquisitions? Should we use long distance telephone contacts? Should we use a book or periodical purchasing agency? You can see that the acquisitions subsystem could be more complicated than at first glance.

Prior to the establishment of the CJTEC Resource Center the procedure of obtaining materials was for the staff member to simply ask the

Administrative Assistant Sandra Fore, later Suzan Davie, to purchase the item, in a manner similar to ordering office supplies. She would place the order, process payment, and deliver it to the requestor. On the surface, this was a simple procedure. It was continued to be followed by some of the CJTEC staff even after I had announced to the staff that I could provide this service. However, the lack of any check for present holding or prior orders for the same document did cause some waste of effort and money. When we took our inventory of documents needing indexing, we found several copies of the same ones in our collection. We also had occasions of staff members requesting the same report from Suzan that we already held in the Resource Center. Later in the period of my internship Suzan would channel all such requests to me to be answered, reducing the confusion and duplication, and in fact reducing her job load slightly. We felt that we were really coordinated approximately when my internship came to the end.

I eventually set up an acquisition subsystem which had three distinct parts: one to order miscellaneous materials, one for use with the NCJRS, and one for the deposit account that was set up with the Government Printing Office.

Files were maintained, and prior to sending out requests a check for duplication would be made in these files as well as in the indexes. On at least one occasion we deliberately ordered a second copy of a report because the first was in constant use by a staff member.

I used a form letter, preprinted on CJTEC letterhead, in conjunction with a standard order form for most of the requests. The form letter is shown as Figure 4, page 34.

The six-part order form was used as follows:

criminal
justice
training &
education
center



In reply to
CJTEC Req. # _____

316 n. michigan street suite 900 toledo, ohio 43624 (419) 244-3041

Dear

It is requested that _____ copies of the below-listed documents be forwarded for our use in developing and implementing criminal justice training programs for our area, or for resources to be used by our clients. The Criminal Justice Training & Education Center is a regional facility specializing in pre- and in- service professional training for police, courts, corrections, and community crime-prevention personnel. If there is a charge, we would appreciate that you notify us prior to forwarding the documents. Thank you very much for your service. Please use the following address:

Resource Center
Criminal Justice Training & Education Center
316 N. Michigan Street, Suite 900
Toledo, Ohio 43624

Sincerely,

Figure 4. Form Letter used in Acquisitions.

The top copy (yellow) was attached to the original of the request letter, Figure 4, and sent to the supplier. (See page 36)

The second copy (white) was filed in a slip file in the Resource Center, in numerical order of the request (an arbitrary number assigned at the top right corner of the letter).

The third copy (pink) was sent to Suzan Davie to alert her of the order and help her channel the document to us upon receipt.

The fourth copy (green) was attached to the carbon copy of the request letter, and filed in a three-ring notebook. The notebook was set up in two sections: one for Pending Orders and the other for Orders Received. This was a quick method of monitoring our pending orders at a given point in time.

The fifth copy (blue) was given to the staff member who asked for the document, and he would thus know that we had placed the order.

The final copy of the six-part form (yellow, card stock) was filed in the Resource Center by title.

In this manner we would be able to keep track of orders that had been placed. By using this six-part form we had a simple but effective method of placing orders for documents, even subscriptions to periodicals if needed. At the same time we were able to notify staff of the action, set up tickler files, and maintain a mechanism to check for duplication. We obtained this six-part form from The Highsmith Co., Inc. at Fort Atkinson, Wisconsin, although there are several other good ones available.

The second part of our acquisitions subsystem was for documents obtained from the National Criminal Justice Reference System (NCJRS).

BOOK ORDER FORM NO. 40-187
NO CARRIER REQUIRED

The Highsmith Co. Inc.
P.O. Box 25 - Highway 106 East
Fort Atkinson, Wisconsin 53538

WHEN USING LESS THAN
4 SETS TYPE SETTING
SET FIRST

CLASS NO.	AUTHOR		L. C. CARD NO.		
NO. OF COPIES	TITLE		P	SP	ACTION
DATE REC.	PUBLISHER		PLACE	PUB. DATE-YEAR	OUT
DATE REC.					C
LIST PRICE	EXT. PRICE	EDITION	SERIES	VOLS.	R
COST PRICE	RECOMMENDED BY	FUND CHARGED	BINDING	ACC. NO.	On
PURCH. ORDER NO.	DEALER	LIBRARY NAME			On
					Ci
					Rd
					P
					D
					Np
					NR

Figure 5. Six-Part Order Slips Used in Acquisitions.

I have already described how NCJRS provides the free services to registered users. The SNI cards (Selective Notification of Information) give the user all the data necessary to identify a given document, including an abstract. Marking the accession number (given as NCJ...) on a card that is included with the monthly packet of SNI cards, the user can return this card and soon that document will be mailed, free of charge. Please refer to pages 82 and 83, for a note I sent to CJTEC staff, announcing the fact that I was registered in the name of CJTEC and that I was automatically ordering all documents that were available from the NCJRS data bank free of charge. Not all the SNI identified documents are free; however, the SNI cards in each case state where the documents can be purchased, and their price. When ordering documents in this latter category, I used the acquisitions subsystem mentioned earlier, sending out a letter request along with the six-part form.

I established a separate card file of SNI cards. If we had ordered any of these documents, we would annotate the SNI card to give us guidance on future requests. These SNI cards were filed in numerical order by NCJ... accession number.

The other distinct part of our acquisitions subsystem was that of a deposit account which I recommended to be set up at the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. (GPO). Many of the documents needed by our Resource Center were available for purchase only through GPO. Because of my previous professional experience with the policies and procedures of GPO, I knew it would be much easier to purchase documents if we had an already-established deposit account. This is operated much like a personal checking account, in that the requesting agency would place an order for a given document and

cite the deposit account number for payment. The staff at GPO would send the document reasonably fast, and would simply deduct the price from the deposit account balance. A monthly (or otherwise regular, depending upon the use rate of the account) summary of the activity of the deposit account would be sent to the holder. There was no charge for this service; however, the agency without such an account would usually be required to pay in advance for the ordered documents.

Within the first month of my internship I requested that such a deposit account be approved, and estimated that this should be started in the amount of five hundred dollars. A copy of my request memorandum is given on pages 72 and 73 . Because of those pesky limitations on funding, once again, there were delays in establishing this deposit account, and it was not approved until my internship was practically completed. The initial price as set at seventy five dollars. In the interim, the orders that I placed from GPO were done using the procedure of the form letter and order slips, described earlier. In these cases I was careful to give Suzan Davie the order letter unsealed, so that she could cause a check to be drawn and inserted into the envelope in advance payment.

THE PROCESSING SUBSYSTEM. When the document was received, we made necessary adjustments to our acquisitions records, and began the phase of our activities known as processing. This was designed to provide the indexes, and give ready access to needed documents.

Assuming the processing of the documents began after the acquisition was completed, the indexing workflow is broken down into fourteen distinct steps, as listed below. The reader should keep these steps in mind as he follows the next several pages of my discussion:

1. Receive document
2. Duplicate check
3. Select or reject for indexing
4. Bibliographic work
5. Bibliographic editing
6. Subject indexing
7. Accession number
8. Count retrieval points for duplication of index card
9. Type index card
10. Prepare document for shelf
11. Edit index card
12. Duplicate index card
13. Red underline index cards, file
14. Deliver document to requestor, or shelve.

A brief description of the process required in each of these steps is given below. It is noted that not all documents would receive the same treatment, and the process would likely be changed in future times as the system is adjusted to fit individual preferences. In the beginning of the internship we did not use this procedure at all, but used much time in a sorting process.

We sorted by color and cover designs, and found duplicates, or the volumes of a set. We sorted the books from the paperbound technical reports, and these from the periodicals. Everywhere we would find some type of document we were bound to find other types mixed in. Gradually patterns began to emerge and then we were able to sort by subject. Our "reference department" began to take shape when we found directories and a Webster's dictionary.

The step I have called "Receive document" involved a check of the records once again for possible duplicates, and to determine whether the item had been ordered for a specific staff member. If this were just taken from the incoming mail basket, we would need to be alert for invoice and cover letters, and coordinate with Suzan for processing of payments. If we discovered that the document had been ordered for a specific staff member, then we would mark it specially (I had intended to put a special

red tag on it) for priority processing, expediting the indexing so that minimal delays would be encountered.

Duplicate checking, usually done simultaneously as the first step, involves a thorough check of a complete set of files: the already-completed indexes, the stack of documents that are in various stages of backlog in indexing, possibly another check of the pending orders files, a check of the SNI cards if it looked like a document from the NCJRS. It becomes a personal challenge and a matter of pride when a document that "looks familiar" is confirmed as a duplicate, and it then is only processed by marking it as "copy 2" as necessary (see step 10, page 47). It becomes a matter of embarrassment if we didn't find the duplicate and reprocessed a second copy as a new document, or if we do find the duplicate in a circumstance whereby we have bought a document not knowing that a copy was already in the collection.

If the budget of the CJTEC Resource Center could eventually provide for a full time librarian and one or more full time clerical staff who are trained as library technical assistants, the first two steps described would be done by the clerical staff. The next step, that of Selection, should be done by the professional. The selection process is probably the most important step, because this is the point of major decision. It often results as a weeding of material that clearly does not fit within the scope of the library of resource center, but sometimes this is not within the training of the clerical staff. Much judgment must be used in entering materials into the library, especially in highly specialized collections such as the CJTEC Resource Center's.

If there is some question as to the value of a document, or if the questionable document had been ordered for a staff member, then the

librarian should consult with that staff member to determine whether it should be added to the permanent collection and indexed. However, this function is one of emerging professional capability; as the librarian becomes more familiar with the needs of the staff and other patrons, then he is in better position to make the selection decisions, and his decision is gradually relied upon. This is important to me: I see the job of the librarian as a professional provider of service, and the librarian must always keep this as paramount. To give the best service, he must know his patron, he must know his collection, and he must communicate on a daily basis with both.

The Bibliographic work is the effort of searching throughout the document for appropriate data, other than that of subject content, that are needed to identify the document for retrieval purposes. Title (and any necessary subtitles), personal authors, institutional authors if any, and other indexing data are placed on the cataloging worksheet, as shown by Figure 3, page 30. This worksheet is kept with the document until the index card is typed. After the document processing is complete, I have suggested that the worksheet be kept, in accession number order, for historical purposes and as a backup for possible misfiles in the index.

All bibliographic work was done using the guidelines found in the Standard for Descriptive Cataloging of Government Scientific and Technical Reports, (Committee on Scientific and Technical Information, Federal Council for Science and Technology, Washington, D.C., Oct. 1966), sometimes known as the COSATI Standard. Background principles of cataloging were found in the Anglo-American Cataloging Rules, North American Text, (Chicago, American Library Association, 1967). In addition, I used two

other good books that are used in classes at the University of Toledo's Department of Library and Information Services: Boll, John J., Introduction to Cataloging, Vol. I, Descriptive Cataloging, (New York, McGraw-Hill, 1970), and Daily, Jay. E. and Myers, Mildred S., Cataloging for Library Technical Assistants, (Washington, D.C., Gryphon House, 2nd Edition, 1973). There were times during which we could not find the applicable rules, and "best-guess" cataloging was done.

Bibliographic editing is a necessary cataloging step to ensure accuracy in style and content, and uniformity of input. Whenever possible, this should be done by someone other than the person who does the original bibliographic work. In my internship, I did most of the original bibliographic work myself, and Chip Kladder performed the subject indexing as described below. Thus we were our own quality control editors. Chip would ask me if he saw what he thought to be errors in my work, and we would freely exchange suggestions for improvement. Thus we did a lot of on-job training of each other, and I feel that we had good communication and exchange of ideas.

Chip was the natural person to do the Subject indexing. As a law student, he recognized the meaning and terminology of the documents much more easily than I, and I learned a great deal through our daily work. I had searched for a definitive thesaurus of terms in the subject areas of criminal justice, with little success. There were several well known libraries and information centers in the criminal justice field and I met some of the professional staff of these libraries at a conference (see a brief discussion of the conference, Chapter Five), and gained some insight on the system used in some of these agencies. A copy of the classification system used by the Criminal Justice Reference and

of the Information Center/ Law Library, The University of Wisconsin, is given in Appendix B. It arrived too late for any use in our indexing at the CJTEC Resource Center, but the concept of classification is interesting. You will note that they have used a six-digit classification scheme with a manual card index. It is possible that this or some other modification can be an added part of the CJTEC Resource Center system at some future time.

Not finding a good thesaurus in this field, I decided to build our own vocabulary, using the terms found in the documents in a human language subject index instead of a classification system. To keep a record of the terms that were used, we "appropriated" a large sized Rolodex device from the CJTEC supply cabinet. This permitted us to rapidly add new terms and check on terms already in use, and to set up patterns of "see...", "see also ...", "use..." and "used for...".

I encouraged Chip to use as many subject terms as he felt were appropriate in properly indexing the documents, and to index in as high a detail as possible. The primary concern was that the document subject content would be adequately indexed for precise retrieval.

It is important to note the difference between classification and subject headings, and some background as to why we did not use any of the traditional classification systems. Classification of books and documents is the technical term used to describe the technique of arranging books on library shelves. Various types of classification schemes are used in most libraries and in many information centers, using a subject classification concept. Classifying means arranging in classes that have similar characteristics; subject classification means arranging materials on the same subject together. Thus, most libraries keep their history books together, for example, and within the broad class of

history, the histories of England are kept together, while nearby the histories of Scotland, Ireland, and Wales are housed.

In some smaller libraries and information centers, the subject being collected and cataloged may be so specialized that most, if not all the materials would fall within the same broad class. This is the situation in the CJTEC Resource Center. If we were to have used one of the more standard subject classification systems such as in the Dewey Decimal Classification, the Library of Congress system, or the Sears List of Subject Headings, we would be forcing most of our documents into a relatively close and narrow pattern of classification. A subject classification system puts like documents near each other, and in a large library this is important. See Appendix B, pages 95 through 99, for an example.

The collection of the CJTEC Resource Center totaled approximately four thousand books and documents at the time of my internship. If they were all placed on shelves according to a subject classification most would be near the same section. A subject classification system would not be practical for this small collection.

There was, however, the need to be able to find a given book or report rapidly. We answered this need by using an accession number, as discussed below. There was already an accession number system used for the books inherited from the Toledo Police Academy, and early in our work we attempted to identify a pattern of subject classification in this accession number. There was a certain amount of grouping noted, and we recorded the accession number range of the groups. One of our first operational products from the newly emerging Resource Center was a "Temporary Shelf Classification for Books", a copy of which is given in Appendix A, pages 74 through 81.

Assign Accession Number. As noted on the upper right corner of the Document Worksheet and the Index Card (see pages 28 and 30), provision is made to record various accession numbers. The "CJ..." pertains to the accession number assigned at the CJTEC Resource Center, and is the master control number for that document. If the book had been in the Toledo Police Academy collection, it may have the pattern of "TPA...", the "NCJ..." is the number assigned to documents in the data base of the NCJRS, and there were others. We accepted several hundred documents from a collection at the Regional Planning Unit, and placed an arbitrary number of "RPU-..." to permit a separate index. The RPU index was done at the request of the director of RPU, in an attempt to identify any materials coming from them; a separate listing was made up and given them.

The pattern of accession numbers which we used is given on pages 90 and 91. It will be noted that we did attempt an informal classification system, but by document type instead of subject classification. Thus we were able to permit a grouping of documents which would be better kept together, such as Reference materials (directories, handbooks, dictionaries, and others), or documents which staff members wanted kept together because of a specific course (the Courts Component Leader could collect within one or more numbers all documents which she used in her course).

All books and reports were shelved in accession number sequence. We encouraged the library patron who was looking for a specific subject to "let his fingers do the walking" in the subject index, and then pulling the needed documents from the shelf in accession number order after he had found the proper document in the index.

As originally established, the accession number system provided for index capability of 9,999 documents. I then estimated that this would

be adequate for a three-or four-year growth, IF a full time and continuing librarian were to be employed and if the CJTEC prospered. Although I did not explain to the CJTEC staff at the time, it can easily be seen that the accession number pattern can be slightly altered when the maximum is reached, and the total capacity could be changed to 99,999 documents. Instead of a four-numeric pattern of accession numbers, one alternative would be to use a five-number pattern. Thus, the accession numbers would be as follows, instead of that shown on pages 90 and 91 :

"CJ-00001 thru CJ-00999...Proposals
 CJ-01000 thru CJ-01999...Annual Reports
 CJ-02000 thru CJ-03999...Reference Materials
 CJ-04000 thru CJ-04999... Vertical File Materials",
 and continuing throughout the document types.

Count retrieval points for index duplication. As mentioned, the index system provided a duplicate, or redundant copy of the bibliographic data in several indexes. These have been identified as:

Accession number(s),
 Title,
 Conferences, (taken from title data, as in a proceedings of...),
 Author(s),
 Institutional Author,
 Project Sponsor,
 Contract/Grant Number, and
 Subject Descriptors.

Proceedings of conferences were usually identified in the title of the report, and we decided to keep a separate file on the conference reports. Thus, there would be one card in the title index, and another in the index of conferences, filed by first major technical name in the conference title. When all the indexing was completed, we simply counted the retrieval points, added two or three for spare copies, and jot down the total, on the cataloging worksheet, marked as "No. Copies _____".

Type index card. At this point the Cataloging Worksheet was separated from the document, and given to Suzan Davie. She would either type the data onto the buff-colored master index card, or arrange for

it to be done by others. The master index card was typing-paper size, 8½ by 11 inches. It had been pre-printed full size to permit clean typing of the data without need to adjust typing settings, and with a minimum of tabulation stops. Two cards, each of 5½ by 8½ inches size, would be typed together, and cut apart later after being run through the copier.

The general plan was for the typing of the master index card to be done in batches, so that the most efficient use of clerical staff could be made. After the massive backlog of indexing was completed, it would no longer be needed to batch-process the typing, and I planned to set up an "in-basket" for routine handling of this typing.

Prepare document for shelf. As with most library books and documents it was necessary to mark the spine of the materials with the accession number, to facilitate shelving. I purchased a rubber stamp to identify the Resource Material documents, and stamped the inside cover and sometimes the title page, often on the inside back cover also. In case the accession number would fall off (we used "super-stick" labels), we wrote the accession number on the inside front cover, lower left corner. We inspected for damage and repaired it if needed; we put some documents in three-ring notebook or other binders. In addition, we were planning to use a pocket card system of circulation control, but the supply did not arrive soon enough to accomplish this. Other marks were needed, as copy number.

Edit index card. Largely a proofreading function, we did find that some of our first set of instructions to typists were not clearly understood, and it was necessary to check the typed card. Either Chip or I did this, and minor corrections if needed were usually done by ourselves rather than to give them back to the typists.

Duplicate index card. I felt that I had discovered a unique method of getting the indexes duplicated for the files. Available for the use of the CJTEC was a Xerox copier, capable of reduction. Standard use was for the printing of $8\frac{1}{2}$ by 11 inch paper stock, or $8\frac{1}{2}$ by 14 inch paper stock. By experimenting and consulting with the local representative of the Xerox Corporation, I was able to print multiple copies of card stock of 8 by 10 inch size. It was necessary to be careful, to fan the card stock and reduce static electricity, and to center the master (buff) card carefully on the exposure surface. Thus, by reducing the image by one numbered reduction, I could print the cards (two at a time) that would eventually be our 5 by 8 inch indexes. Cost was halved by doing two at once, and it was only necessary that we use a paper cutter one time.

Suzan Davie made arrangements with a local paper supplier to have our card stock custom cut to a 8 by 10 inch size, which greatly helped.

Red underline the index cards and file. We sequentially marked the index cards with a red felt tip pen, to indicate the file location for that particular card. The original buff card became the master index card (we did have to trim the side of this one slightly to fit into the drawers), and the copies were placed in the files as appropriate. The spare copies were filed by accession number order, and were freely given to patrons as needed.

There were separate indexes for each retrieval point, rather than being interfiled as is done in some libraries. Consideration was made to later interfiling the title, subject, and author indexes in a dictionary system.

Deliver document to requestor, or shelve. The final step in the processing cycle was this, which is self explanatory.

THE CIRCULATION SUBSYSTEM. Documents that were signed out to staff were recorded on cards contained in a hinged card book, in a dual record. One card was made up for each staff member, so that a "patron" file could be maintained. On this card, the accession numbers of the documents held by a patron were recorded, as well as the title and issue number of the periodicals if any. The other set of records was the opposite, a listing of accession numbers that were out, with the name of the patron to its right. The system was selected for its simplicity, and because of a fortunate find in a local supplier's basement storeroom.

As I have explained earlier, I needed to set up the physical facilities of the Resource Center and to make purchase recommendations for equipment and supplies that were needed. Some of my lists of supplies, given informally to Sandra Fore and later to Suzan Davie, are included in the Appendix, pages 73 , 74 , and others. I found myself in routine contact with a sales staff member of the Newell B. Newton Company, a local office equipment retailer. This man would drop in and give me a hand, or would discuss systems with me, or if I was busy he would just say hello and go on. I got to like his approach at selling, felt that he was genuinely interested in my project, and simply got to be a friend. When he suggested that there may be some things of interest in his warehouse, I decided to take a look. There were dusty shelves jammed full of old, musty materials. I recognized file gadgets that I had used several years previously in my early career in information analysis centers, and started rummaging around. He sold me an unused hinged card book for ten dollars, and I know (he did too) that it could retail for over fifty. He gave me great bargains on other card stock, tabs, and other gadgets, all of which came in very handy in the Resource Center.

Our pocket card system that I planned to use for circulation was not set up during my internship, and I left it up to succeeding library staff to make the decision on the permanent circulation procedure.

I deliberately did not establish any policy of circulation deadlines, knowing of my temporary assignment. This policy would have to be determined by the CJTEC management, and although I had discussed this as one of the policy decisions that should have been made, Bob Rack decided not to establish it until later. I have never had personal follow-up on whether this has been done.

THE PERIODICALS SUBSYSTEM. Of all the subsystems that we worked on, the one concerning overall handling of periodicals was certainly the most frustrating, complex, and thankless, and also was the one which was least of all finished at the end of my internship. During the first day or so I learned that this was a severe problem. Periodical issues were all over, in stacks, mixed with the books and documents, in staff offices, boxed up in a storeroom (I didn't even know the existence of this storeroom until midway into the internship, and when I went in I found many boxes of miscellany. Also in this room was the set of shelving and cabinets capable of storing 5 by 8 inch cards, which I used in the indexes. I scrubbed them and put them to good use).

Staff members had some of the periodicals at home; some were missing and some were found with pages deliberately cut out. There was no record kept of receipt of any issues of periodicals, and very few records were available as to subscription data.

In the first week of my internship I sent a memorandum to all CJTEC staff members on the subject of "Help!". In this memo I asked staff to tell me which periodicals they were receiving or which they would like to

receive. See pages 64 and 65 for this memorandum. I followed this up approximately two weeks later by another memorandum to staff (see page 69) and requested that copies of periodicals, newsletters, books and reports which were not being actively used be sent to the Resource Center so we could collect them in a single space and inventory them. I intended to return any that the staff wanted back, but after we knew which ones we had and where they were. I again made a plea for such help in a memo sent approximately a week later (see page 74).

Even though I made individual visits and personally asked staff members repeatedly about this, I was only able to get response from a percentage of the staff.

I ordered some card indexes and standard library pre-printed cards for use in logging periodical issues in. We ordered a few new subscriptions and tried to find the expiration date of the subscriptions that we knew were coming to us. We were only partially successful, and later decided that we simply could not get this under control. I recommended to the next intern that he should work on this problem as soon as possible in his internship.

The periodicals were stored in a large metal cabinet, in alphabetical order. Newsletters were placed in large three-ring binders. Eventually we obtained a set of special shelves, with sloping open storage for the current issues of periodicals.

There was one incident which I can now chuckle about, but at the time it was no laughing matter. In our rearrangement of the rooms at the Resource Center we sealed an unneeded office door and put the periodicals cabinet in front of the door. Yes, you guessed it. That weekend the janitor forced his way in and pushed the cabinet over, dumping the

entire collection on the floor again. It took us several hours to sort the darned thing out once again.

THE REFERENCE SUBSYSTEM. There was no formal procedure established to provide reference services to staff. We intended this as an important goal early in my internship, but there was no collection of reference materials available. I was able to answer several reference questions, including some which I was told greatly assisted the Toledo Police officers who needed some help for a morning briefing of their fellow officers. I made contact with the Security Department of The Ohio State University in response to a question from the CJTEC Police Component, and success was seen when I delivered a package of materials in a very few days that had been sent me from the university security unit. As mentioned, I also personally visited both the Carlson Library at The University of Toledo and the Toledo/Lucas County Public Library and borrowed items on my own charge, in response to reference questions from CJTEC staff.

I was intending to set up a form which the CJTEC staff could use in establishing a "profile" of their individual needs and interests. There would also be a form that could be used to conduct the reference search, and provide space for record keeping purposes, but this form was not put into use by the time the internship was completed. Yes, there was not enough time to do so many things, and I can only hope that these subsystems are in full use by now.

SOME ALTERNATIVE SYSTEMS CONSIDERED. In the development of the Resource Center I established a specialized system of indexing, unique to the needs of CJTEC, as I saw them at the time. I did, however, much research on the several other indexing systems that I had known about or had used, and I contacted specialists in several fields for advice.

The resultant subsystem that was used was not invented by me. I had known of other information centers which have been very successful using similar systems. One agency is the Highway Safety Research Institute, at The University of Michigan at Ann Arbor. Another is Battelle Memorial Institute, Columbus, Ohio, where I previously had worked. There are of course others.

Some of the alternative systems that I investigated:

1. Computerized Indexing Systems. I had used a computerized indexing system in libraries and in data base activities. My library at The Center for Vocational Education at The Ohio State University used a modification of computerized indexes, in which documents are placed in a retrievable form with computer tapes and then printing the indexes periodically from the accumulated tapes. In addition, I have been using national networks and large data bases in computer searching.

I was pleased to find in adjoining office spaces to the CJTEC an organization known as NORIS (Northwest Ohio Regional Information System), a part of a state and national network of crime data reporting and information system to aid in police work. One of the project managers at NORIS briefed me on the computer system used at NORIS, and we started on a design of a system which I could use in the Resource Center indexes. After several informal sessions of planning, we met with Bob Rack of CJTEC and were unable to proceed further because of budgetary problems.

The bibliographic data and the procedures that I have used in the indexes are such that a computer-assisted indexing system could still be put into operation, with a relatively simple computer program being written to put the data onto tapes. A keypunch operation could be the interface between the indexes that now exist and the computer system.

2. Punched Card Systems. Using only a keypunch to prepare the standard 80-column computer card, and minimal peripheral equipment such as a card sorter and a printer, it would be possible to have a mechanical index system. I talked briefly with a representative of the data processing center at The University of Toledo and learned that this was possible but not too effective in a library setting. However, if it was within budgetary means, this could be used to enter the document data onto specialized listings. I did not feel that this would be feasible then.

3. Optical Coincidence Systems. In this system one optical coincidence card is made up for each descriptor in the index. The card is usually made up of a custom design, of heavy duty plasticized or card stock measuring 9 inches by 11 inches, although other sizes are made. By using a precision drill, a hole is punched in appropriate places in the card. The hole represents the accession number of a document, and the card thus becomes an index for all the documents which contain data about the subject listed on the card. Retrieving of the documents is done by placing the card, or more than one at a time, on a light table and reading the "holes" by their accession number. When this is thought out, it can be seen that if light penetrated through holes when several cards (representing different subjects) are simultaneously put on the light table, then these accession numbers represent documents which contain all the subjects of the cards.

I contacted the district manager of the McBee Systems, the manufacturer of the Keydex, the index system which uses this concept. His price quote was approximately \$2,000 for such a system, including all cards, and sorting and punching equipment. Naturally, we could not afford this. The district manager called back a few weeks later and

offered me a slightly used system for under \$1,200, still out of our budget capability.

4. Edge-Notched Cards. These are index cards of various sizes with one or more rows of holes around the periphery. One card is prepared for each document, with all the bibliographic data and abstracts if needed being typed on the card. The indexes are made by physically cutting out notches from certain of the holes, established by a pre-set code of numerical or alphabetical base. Retrieval is done by inserting a sorting needle (which looks like an extended icepick) through the appropriate hole, lifting the set of cards and shaking out. If notches have been placed at this point, those cards will fall, representing documents which fit the retrieval code and match the subject desired.

This system is also manufactured and marketed by the McBee Systems company, under their trademark of Keysort. The district manager quoted a price of \$275 for an adequate supply of Keysort cards and needles. Although this was certainly closer to the affordable price, I decided to continue with my manual card index as previously described. The difficulty is in setting up the needed code for punching the cards at the proper point, and I was too far along in the internship to be able to analyze the need to use Keysort.

5. Uniterm Index. In the Uniterm index, document accession numbers are placed on a card which represents a given descriptor, with one card being prepared for each descriptor in the index. There are specialized ways to list the accession numbers, usually by segmenting the numbers into ten columns and by posting the numbers on the column which match the terminal digit of the accession number. Thus, the accession number 1357 would be posted on the seven column of the appro-

priate descriptor card.

The Uniterm index is probably the most simple indexing system that I considered. The user can place a great number of document references on a single index card, and the accession numbers can be handwritten, typed, stamped with a numbering stamp, or it can even be set up with mechanical data processing equipment. The chief drawback to this type of index is that the user is forced to take the extra step of identifying the documents before he can know whether they are of value to his needs. This same criticism is made for the optical coincidence systems described. However, in my system (and in the edge-notched card system) the user can see the complete bibliographic data and the printed list of other subjects that are covered in the document.

CHAPTER FIVE

CONCLUSION AND COMMENTS

The Detroit Conference. Early in my internship it had been arranged for me to attend the First Annual National Criminal Justice Librarians Conference, held at the Criminal Justice Institute at Detroit, Michigan, June 23-25, 1975. This was the first known conference ever held of librarians and information specialists working in the field of criminal justice, and it was hoped that I would gain insight on the systems and procedures used by others.

Unfortunately, many of the other participants also came because they needed help in some part of their work. Some were just starting a library system (as I was) and needed advice from their counterparts in such work. Some were using home-made sets of indexing tools and library procedures. Some used elaborate schemes for retrieval and were trying to find more simple means of document control and indexing.

I found that my early ideas for the CJTEC Resource Center were sound and some of the participants told me that they liked my ideas. A variety of groups were represented: prison libraries, research agencies, universities, law firms, and other training centers such as CJTEC. Thus each had his own interest and background to bring to the conference.

We had a blue-sky session during the conference, in which we were asked to put down our ideas and our concerns. From this list, the conference staff put together a composite of some of the needs which seemed to be most common among the participants.

This list included:

1. Better information exchange among criminal justice libraries and information centers.
2. Directory of criminal justice information centers.
3. Listings of specialized collections.
4. Newsletter.
5. Standardized guidelines for criminal justice libraries.
6. Listing of a minimum or core collection.
7. Thesaurus of descriptors used in criminal justice libraries and information centers.
8. Interlibrary loan system between centers.
9. Listings of audiovisuals, especially those which can be borrowed.
10. Guidelines for setting up such sections as Vertical Files in criminal justice agencies.
11. Regular meetings, and establishment of a national organization.

During the final day of the meeting committees were named to make a long-range analysis of the possibility of establishing a national (or even international) association of criminal justice librarians. We tentatively decided upon the association title of National Association of Criminal Justice Information Specialists. Part of the analysis was to include affiliation with one of the major existing professional organizations, such as the American Library Association, Special Libraries Association, or the American Society for Information Science. Because of my temporary connection with this group, I was not able to keep in touch and am not aware of the current status of the group. However, I was pleased by finding common grounds of interest and learned much that was of value in my work at CJTEC.

Final Comments. As can be seen on the previous pages, much happened at the Criminal Justice Training and Education Center during the Summer of 1975. The Resource Center is now in full operation, and I am warmed by good memories.

There were frustrations that I have not discussed. There was too

much to do, too few resources, not enough time. Some of my intentions were misunderstood or misread, or was it a matter of my lack of finesse in communication? Yet I was able to guide and nurture the first few weeks of life of the Resource Center just as if it were a new-born colt. The Resource Center is more like a frisky thoroughbred now. I know that my efforts have been worth it, by the fact that the Resource Center is still guided by most of the same principles and procedures that I established. Changes will be made, and already have been made, and I consider this to be healthy.

Susan Brown gave me one parting compliment that I want to share. On the following page is a copy of a letter she sent me after the internship was completed. The thesis is now completed, and I want to return the compliment. Thank you, Susan, for being such a fine person. As the director of CJTEC, please keep up the good work at serving the needs of your community.

criminal
justice
training &
education
center



316 n. michigan street suite 900 toledo, ohio 43624 (419) 244-3041

September 5, 1975

Mr. Daryl Ellsworth
3645 Hard Road
Worthington, Ohio 43085

Dear Daryl,

This letter is to officially acknowledge the important service you have performed for CJTEC. With the organization, system, and processes that your work established, the Center will soon be able to build a topnotch Resource Center. The Center, and I personally, sincerely appreciate the dedication and persistent efforts which you applied to the overwhelming task of building a foundation for our Resource Center.

I urge you to please keep in-touch and if the Center or I can be of service to you in the future, please do not hesitate to call.

With all best wishes,

Sincerely,

Susan Del Vecchio
Courts Component Leader

SDV/sjs

APPENDIX A.

SOME MEMORANDUMS AND NOTES ISSUED DURING THE INTERNSHIP

(In chronological order)

*my first
day here*
→

June 17, 1973

To Susan

From Daryl

Just a line to keep you informed and to ask about some strategy:

1. I am waiting for return call from Newton company.
2. I have an appointment Thursday with a salesman from Acme Visible Records, Inc. who will bring literature about some library filing systems. He is not expecting an order on Thursday, but it would be good if you could visit with us a few minutes then so that we can discuss an informal system of data handling in our Resource Center.
3. I am compiling a tentative list of office/library furniture needs. We probably won't have to buy all of the items on the list, but in the long run these items would be valuable to have. We might even already have some of them. I can't get prices yet.
2. I should have some tentative format for document control soon. This one is a tough one, because the long-range system of how the Resource Center is run is quite dependent upon the document control format. I am leaning heavily upon a 4 x 6 card format at present, as I described with several copies being run for each item in the "catalog". A good alternative, but one which may not be appropriate, is the McBee Keysort system. We have a set of this at Miles Martin's office at TU and I will stop by there tonight and get a sampling to show you.
4. Important idea for automatic growth of the Resource Center:
We should centralize the Selective Notification of Information (SNI) which is available from the National Criminal Justice Reference Service (the one that Bill Delaney mentioned being already on the list for regular inputs). Many, many of these items are free; the SNI cards have a ready subject index system, so that they will be self-indexing. I may need to talk to you about this one, but it has exciting possibilities.

Daryl

Criminal Justice Training
& Education Center
316 N. Michigan St.
Toledo, Ohio 43624

MEMORANDUM

DATE: June 18, 1975
TO: CJTEC Staff
FROM: Susan
SUBJECT: Our "Library"

Mr. Daryl Ellsworth has joined our staff as a Research Assistant Intern. He is presently on a Leave of Absence from the Center for Vocational Education, Ohio State University, while completing work toward his Masters at T. U., Department of Library and Information Services.

He will need everyone's cooperation if he is to accomplish his job of putting our "collection" into some type of usable form.

The Center has contracted with the University for 2 interns. Daryl will be with us until August 25, 1975, and the second intern will join us on September 8, 1975.

Criminal Justice Training
& Education Center
316 N. Michigan St.
Toledo, Ohio 43624

MEMORANDUM

DATE: June 19, 1975
TO: CJTEC Staff
FROM: Daryl Ellsworth *Daryl*
SUBJECT: Help!

I want to thank you for your friendliness during my first few days here as an intern. In keeping with my understanding of my job here, I will be talking with most of you soon to get your ideas about needs, and your concepts of our information problems. We are already planning many far-reaching innovations in order to get our collection together in a most usable shape, and to start the task of building new materials into our collection.

I will be in Detroit the first three days of next week, attending the First Annual National Criminal Justice Librarians Conference. If you have any insights along these lines, please share them with me today or tomorrow, and I will then be better equipped for my participation in the conference.

In the meantime, would you assist me in a preliminary inventory? I need to get some handle on the periodicals (newspapers, journals, newsletters, etc.) which are coming in to CJTEC. Could you take a few minutes to fill out the attached inventory, considering only those items which you get on a regular basis. Don't worry about any duplications, so please take a look at those periodicals which you have in your office now (even those on routing slips), and jot down the titles, etc.

It is important to know all the titles that are received, even those to which you have subscribed on a personal basis. We do not intend to try to control distribution of these, in any manner.

Please note that the form also gives you space to list any periodicals that you are NOT receiving at present, but which you would like to have. Depending upon available monies, we hope to expand our collection to fit your needs, and may be able to subscribe to the items you list in this section.

Please complete this informal inventory by Wednesday, June 25, if at all possible. We will compile an initial listing from the inventory, and give you a copy later. Thanks.

DATE:

TO: Daryl Ellsworth

FROM:

SUBJECT: Periodicals Inventory

1. The below periodicals are currently received by me:

TITLE	TYPE	FREQUENCY*	(Please check one) Subscription:	
			CJTEC	PERSONAL

2. I am not getting these now, but would like to have a subscription started:

TITLE	TYPE	FREQUENCY

Suggested codes that you can use:

Frequency: BW=every two weeks	N=weekly	Type: N=newsletter
SA=twice a year	A=annual	J=journal or magazine
SM= twice a month	M=monthly	P=newspaper
RM=every two months	Q=quarterly	O=other or unknown
I=irregular	D=daily	

June 26, 1975

Major Characteristics of Proposed Resource Center at CJTEC

1. Functional and attractive physical facilities.

Needs: Basic library furniture, including shelving sufficient to hold and display all the books, reports, audio-visuals, etc., now in hand and sufficient to provide growth.

2. Information input and retrieval equipment.

Needs: Dependent upon the system which will be selected for use in input and retrieval, a complete package of equipment and supplies for that system will need to be purchased, and as soon as possible.

3. Specialized display equipment.

Needs: Because of impending use of microfiche formats by the National Criminal Justice Reference Service (NCJRS) including the contemplated heavy use of its system, a suitable microfiche reader/printer is recommended.

4. Supplies.

Needs: Basic and specialized equipment require proper supplies such as card stock, workforms, specialized marking devices, etc. Supplies useful only in a library setting, such as pockets, cards, glues and sealers, labels, and the like must be purchased, as it is apparent that CJTEC does not have these items in normal supplies.

5. The primary characteristics of the index and display units:

- a. Basic bibliographic data card file. This is a single card (probably 5" x 8") which holds complete bibliographic data concerning the given document, including annotation/abstract as appropriate. This would be filed in accession number order.
- b. Title index. Simple cross reference by title to the document accession number, on a one-strip (or more as needed) unit of the Acme Visible desk insite unit (already purchased). Other data, such as document type, etc., can be coded on the display. By the use of this technique, a complete title index can be maintained easily, and duplicated for periodic hand-out to staff members and clients.
- c. Retrieval system. The format of this is currently being studied. High on the list for final recommendation is the

2.

KEYDEX system which is marketed by McBee Systems (division of Litton Industries) for approximately \$2,000. Use of this system, or any other which is finally selected, must be guided by the simplicity and adequateness to fit our unique needs, including possible utilization for purposes other than in the Resource Center.

6. Other basic tools now available or needed for the Resource Center, as characterized by function.

- a. Periodicals inventory and circulation control:

- (1) Acme Visible periodical indexes, such as Card Books or Card Trays, and associated cards which are custom printed for periodicals control (these are already on the market, and can be delivered in a few days after the order is placed. No specialized custom printing will be necessary).

- (2) Periodical circulation slips. These are simple slips which can be printed locally, at minimal cost.

- b. Ordering forms for books and periodical subscriptions, including an associated set of records necessary to maintain an acquisitions function. Some of these are already available on the market, some can be made up locally. Implicit in this is some understanding of a budget which is available for purchase of such materials such as books and periodicals, and the proper system of procedures for such acquisitions.

Order Only

To Sandra Fore

June 27, 1975

Please place a requisition for the following shelving and equipment, needed for the CJTEC Resource Center.

To: Newell B. Newton
1010 Jackson Street
Toledo, Ohio 43697
(Attn: Mr. George M. Merickel)

(Burroughs Bookcases, 90 inches x 36 x 9 3/4)

Specify color: #30 Alamo Tan

9 Add-on units, 24-0000-0040 (List \$108.22, Net \$81.17)	\$ 730.53
1 Double Face Pair Walnut End Panels 24-09020-151 (List \$132.80, Net \$99.60)	99.60
1 Single Face Pair Walnut End Panels 24-09021-151 (List \$67.02, Net \$50.27)	50.27
30 Book Supports, 24-1405-0160 (List \$2.52, Net \$1.89)	56.70
30 Label Holders, 04-4004-0160 (List \$1.96, Net 1.47)	44.10
6 Sloping Shelves, 24-1407-0160 (List \$14.52, Net \$10.99)	65.34

Total Order
\$1046.54

Daryl C. Ellsworth
Daryl Ellsworth

Delivery has been estimated at three weeks from order. Please request delivery ASAP.

Promised Aug 4

Criminal Justice Training
& Education Center
316 N. Michigan St.
Toledo, Ohio 43624

MEMORANDUM

DATE: July 1, 1975
TO: CJTEC STAFF
FROM: Daryl Ellsworth
SUBJECT: CJTEC Resource Center

In setting up our Resource Center facilities, I need to collect in one central location all periodicals, newsletters, books, and reports that are not being actively used at the present. I would certainly appreciate it if you would look over your office for such materials, and give them to me at your convenience. Watch for stray issues of the Federal Register, as an example.

If you are intending to actively use some of these items soon, keep them. I would appreciate a listing of those periodical issues in this category (title, issue number, date). Please do not give me items which you will be needing soon, as I may not be able to get them back to you for a few days.

If you would like the Resource Center to keep any of the periodicals which you have in a personal subscription, I would be glad to mark them as your copy, and maintain them in a separate collection for you. You may be able to clean out a lot of items in this way, and still have the collection.

You are welcome to stop down and look over the Resource Center, and join me in a cup of coffee while we discuss the present status and future plans. I need your advice in making plans for a Resource Center that will be responsive to your needs. Things are still fairly chaotic at present, but definitely looking good.

GE/ss

Received July

PURCHASE REQUISITION

July 1, 1975

From: Daryl Ellsworth

Items: (Prices are from GSA pricing)

1 Card Book, Ringed, 18" (for 6 x 4 cards)	1854-EP-DIB	\$36.60
1 Box (100 cards) Pocket Forms (6 x 4)	55P02	4.65
1 Box (100 cards) Pocket Forms (6 x 4)	55P03	4.65
1 Box (100 cards) Pocket Forms (6 x 4)	21P05	2.50
1 Box (100 cards) Pocket Forms (8 x 5)	20P01	6.00
1 Box (100 cards) Pocket Forms (5 x 3)	20P09	3.20
1 Box #10 T Signal flags (100/box)		3.35
	Total	<u>60.95</u>

Above are special pre-printed forms and one container
 required for record keeping in GUTS Resource Center.
 (Sandy: I have not cleared this order with Bob Rack
 as yet.)

Supplier: ACME VISIBLE RECORDS, INC.
 5650 W. Central Avenue
 Toledo, Ohio 43615
 (Mr. James Endvick)

Daryl

V = need

To Sandy

July 2, 1975

From: Daryl

Subject: Supplies needed for CJTDC Resource Center

Some basic supplies needed, as for those I can think of now:

- 1 Stapler, regular
- 1 Stapler, heavy duty (also ample supply of heavy duty staples)
- ✓ 1 box (approx 500) 5 x 8 cards (prefer lined, plain will be o.k.), also box of index cards for 5 x 8
- ✓ 2 stenographers notepads
- ✓ several yellow tablets, either size
- 1 (or more) units of plastic glue especially designed for pasting book labels on spines of books (probably available at Newton's)
- ✓ several bottles of rubber cement (suggest getting quart refills)
- ? supply of super-stick labels (5/8" x 1 1/4") Suggest getting at least 2,000 (needed to permanently place accession numbers on back of books and reports)
- 1 Webster's Collegiate Dictionary, latest edition
- 2 black ribbons for manual Royal typewriter
- ✓ 1 black (or black/red) ribbon for Olympia electric typewriter
- three or four plain note pads (3 x 5 or 4 x 6)
- ✓ 1 package of good carbon paper
- ✓ 2 rulers, also other straight edges (triangles, etc.)
- (General supply of memo forms, paper, pens & pencils, paper clips, rubber bands)
- (1 labeling machine (Avery?, or Dymo?) for making plastic labels)
supplies for labeling machine

More later, but this will be enough to get some start on our system.

(By the way, thank you.)

Criminal Justice Training
& Education Center
316 N. Michigan St.
Toledo, Ohio 43624

*Daryl's
asy*

MEMORANDUM

DATE: July 9, 1975
TO: Bob Rack
FROM: Daryl Ellsworth

*eventually
approved, for
\$75.00*

SUBJECT: Establishment of Deposit Account with Government Printing Office

In the development of the CJTEC Resource Center it will be necessary to purchase documents from time to time from the Superintendent of Documents, Government Printing Office, Washington, D. C. 20402. To facilitate this series of purchases, it is appropriate to have a prepaid deposit account, which acts somewhat as a checking account, and I recommend that such a deposit account be established at the earliest.

When the account is set up, a monthly statement will be furnished CJTEC by the GPO, showing the current usage of the account and the remaining balance. Use of this method greatly simplifies and speeds up the delivery of the orders. I recommend that, for anticipated need for the next year or so, we establish the account for an initial amount of \$500.00.

A general policy should be set that the deposit account be made in the name of the Resource Center and that individuals wishing orders to be placed should place them through the Resource Center Supervisor. If you want, the procedure can be set that all such orders will be cleared through you prior to forwarding to GPO by the Resource Center Supervisor. Arrangements can also be made that RPU and/or NORIS orders can be purchased by the CJTEC Resource Center deposit account, although I do not know whether you will

Page 2
Bob Rack
July 9, 1975

find this best because of different funding lines. You may want to discuss the possibility that RPU and/or NORIS put some money into the deposit account budget, with some separate accounting being made to cover their orders. This can be accomplished by the Resource Center keeping some simple records of the orders.

If the above is satisfactory, would you cause the issuance of a check made out to the Superintendent of Documents? I can write a cover letter for your signature if you like.

DE/sim

Criminal Justice Training
& Education Center
316 N. Michigan St.
Toledo, Ohio 43624

MEMORANDUM

DATE: July 9, 1975
TO: CJTEC Staff
FROM: Daryl Ellsworth, CJTEC Resource Center
SUBJECT: Temporary Shelf Classification List for Numbered
Books in Resource Center

Attached is a copy of a "Temporary Shelf Classification for Books" listing, for your use and retention as desired. This is a simple and informal listing of the numbered books which have been in the library collection. Some of the books are relatively new, but many of them are old and represent the remnants of the collection of the Toledo Police Academy.

The listing is in two parts, one in numerical order and the other by principle subject term(s). These have been compiled in an attempt to permit initial retrieval of materials already on the shelves. This is NOT contemplated as the final information retrieval system, in the CJTEC Resource Center. All these items will eventually be converted to a better retrieval system as appropriate.

We are in the process of sorting and recording periodicals which have been located in various boxes and bins, and we now need your help. If you have such items, either here at the office, in your garage at home, etc., would you let us have them? We cannot move much further until we get a good inventory listing of available periodicals.

Thank you. I again extend the invitation to stop in and discuss our plans and progress. We anticipate receipt of new shelving in a few days, and we then will get started on a massive acquisitions

Page 2
July 9, 1975
CJTEC Staff

and cataloging effort. If you know of individual items which you need, tell me about them. I will try to get them for you, especially if they are free.

DE/sim

TEMPORARY SHELF CLASSIFICATION FOR BOOKS

1 - 10	Local Municipal and Federal Judicial Historical Items
11 - 19	Constitution History
20 - 24	Federal Government
25 - 29	Local Government
30 - 35	Public Relations & Police Ethics (also see 490) (863)
50 - 60	Police Administration (also see 65)
61 - 70	Personnel Supervision
75 - 90	Police Training, Education, Career Development
90 - 99	Police Candidate Selection
100 - 109	Police Communication & Media Use (also see 700-711)
152, 156	Court Testimony
153, 154	Traffic & Criminal Law (generally, also see 465) (also see 516-529) (804, 805)
160 - 163	Biography (also see 855)
175	Military Law
245 - 256	Evidence
246, 246.1	Constitutional Limitations, Arrest (also see 153, 154)
300 - 305	Police Testing and Training Materials
361	Self Defense for Police Personnel (also see 627)
365	Search of Suspects
405 - 408	Fingerprinting
410	Photography
413	Report Writing for Police Personnel
420	Character Judgment (also see 864)

453 - 453	Interrogation	
454	Forensic Medicine (also see 457)	(Also see 930-942)
455	Self-Incrimination	
456 - 456	Investigation (Criminal, Defense, etc.)	Also see 154 & 575)
467 - 468	Medical	(also see 454 and 930-942)
470	Mathematics for Police Personnel	
484	Juvenile	(also see 510-514)
490	Race Relations and Police-Community Relations	(also see 30-35), 163
491	Statistics for Police	
495	Death Investigation	(also see 496-501)
496 - 501	Homicide Investigation	(also see 495)
502 - 506	Sex Crimes and Sexual Behavior	
507 - 509	Psychology	
510 - 514	Juveniles	(also see 484)
516 - 529	Traffic Safety and Accidents	(also see 153) (also see 800,801)
530 - 533	Drugs & Narcotics	
535	Plain Clothesmen	(also see 600, 610)
540 - 541	Arson & Bombs	(also see 616)
550	Common Law	
555 - 570	Arrest, Search & Seizure	(also see 246.1 and 365)
575	Criminal Law	(Also see 154, 465) (also see 640-673)
600,610	Police and Detective Work	(also see 535)
605 - 605	Corrections	
611 - 613	Patrol Operations and Administration	
614	Bombs	(also see 540, 541)

327	Judo (also see 361)
328 - 330	Riots and Riot Control
640 - 673	Crime, Criminology, Probation & Parole, Law & Society <i>also see 154, 451-466, 575</i>
690	Penal Institutions (Alcatraz)
700 - 711	Communications, Verbal and Written (also see 100-109)
750	Police Records
800, 801	Traffic (also see 153 and 516-529)
805	Forgery
855	Biography <i>(also see 160-163)</i>
857 - 861	Industrial Security
863	Police Relations (also see 30-35 and 490)
864	"Sizing up People" (also see 420)
900 - 942	Medical and First Aid (also see 454 and 467, 468)

TEMPORARY SHELF CLASSIFICATION FOR BOOKS

555 - 570	Arrest, Search & Seizure (also see 246.1 and 365)
540 - 541	Arson & Bombs (also see 616)
160 - 163	Biography (<i>also see 555</i>)
355	Biography (<i>also see 160-163</i>)
616	Bombs (also see 540, 541)
420	Character Judgment (<i>also see 564</i>)
550	Common Law
700 - 711	Communications, Verbal and Written (also see 100-109)
11 - 19	Constitution History
246, 246.1	Constitutional Limitations, Arrest (also see 153, 154)
605 - 606	Corrections
152, 153	Court Testimony
640 - 673	Crime, Criminology, Probation & Parole, Law & Society <i>also see 154, 451-466, 575</i>
575	Criminal Law (Also see 154, 465) (<i>also see 640-673</i>)
495	Death Investigation (also see 496-501)
530 - 533	Drugs & Narcotics
245 - 256	Evidence
20 - 24	Federal Government
405 - 408	Fingerprinting
451	Forensic Medicine (also see 467) (Also see 930-942)
805	Forgery
492 - 501	Homicide Investigation (also see 495)

857 - 861	Industrial Security
445 - 453	Interrogation
433 - 436	Investigation (Criminal, Defense, etc. Also see 154 & 575)
327	Judo (also see 361)
434	Juvenile (also see 510-514)
510 - 514	Juveniles (also see 484)
25 - 29	Local Government
1 - 10	Local Municipal and Federal Judicial Historical Items
470	Mathematics for Police Personnel
467 - 468	Medical (also see 454 and 930-942)
430 - 942	Medical and First Aid (also see 454 and 467, 469)
175	Military Law
611 - 615	Patrol Operations and Administration
690	Penal Institutions (Alcatraz)
61 - 70	Personnel Supervision
410	Photography
535	Plain Clothesmen (also see 600, 610)
50 - 60	Police Administration (also see 65)
80 - 90	Police Candidate Selection
100 - 109	Police Communication & Media Use (also see 750-711)
750	Police Records
663	Police Relations (also see 30-35 and 490)
300 - 305	Police Testing and Training Materials (also see 75-80)
75 - 80	Police Training, Education, Career Development (also see 300-305)
400, 410	Police and Detective Work (also see 535)

Criminal Justice Training
& Education Center
316 N. Michigan St.
Toledo, Ohio 43624

MEMORANDUM

DATE: July 11, 1975
TO: CJTEC Staff
FROM: Daryl Ellsworth, Resource Center
SUBJECT: Preliminary Report on Procedures of Obtaining Documents
from NCJRS.

I have today received notification from NCJRS (National Criminal Just Reference Service, Washington, D. C.) that my registration for services has been established. In summary, I registered to receive selective notification of information (SNI) cards for EVERY subject category which is prepared. This is an attempt to get some standardization of references to NCJRS materials, and to eventually provide more complete services for you from the CJTEC Resource Center.

I will therefore begin to receive a copy of EVERY reference that NCJRS enters in their SNI program. It is my intention to set up a system of notifying you of the documents that are available (probably by circulating the SNI cards) and centralizing the procedures of requesting these documents from NCJRS. More will be available soon on the procedures involved.

In addition to receiving current SNI cards in every category, I have just received a complete set of all previous SNI cards that were sent out in previous months. A review of these cards is planned, and we will use these also to order appropriate documents for the CJTEC Resource Center, with your help.

July 11, 1975
Page 2
CJTEC Staff

As an interim measure, until we can get all procedures worked out, would you cooperate in ordering NCJRS documents through the Resource Center rather than by making your individual orders? We will mark your name on our records for all documents which you order. We will then be able to enter those documents received in our Resource Center catalogs, and give them to you as they are recieved.

You may not be aware of another service that NCJRS will provide free, for us. This is their Referral Service, in which they will make computer searches of most any topic in the criminal justice system, and provide us with a computer bibliography of documents, specifically designed to fit your individual search needs. If you have need of this service now, please let me know and I will request a search for you. I have see examples of results from such searches, and they are very good. In many cases, we can get copies of documents referenced from these searches.

Another possibility of document service is the NCJRS Loan Document Program, which will give us documents on loan for two weeks - to a month, even though they may not have free copies to give us. It may be most effective on some of these to make xerox copies of the documents on loan, in order to have a premanent copy available at CJTEC.

Let me know of your needs.

Purchase Requisition July 14, 1977

From Daryl Ellsworth/ Resource Center

Items to be purchased from The Highsmith Company, Inc.
P.O. Box 25
Fort Atkinson, Wisconsin 53538

Please use their order form in catalog. Note: I have available only the 1974/75 catalog, there may be some obsolescence in prices. Please return catalog to me when finished with order. thanks.

*will be delivered
-Mid
Spit
Lansing city*

1	Safety Platform Ladder #64-105 4 1/2' high	\$ 24.50
	1000 Book Order Forms, #46-187 6-part multiple copy form @ \$25.00/1000	25.00
	96 Standard Shelf Files, #25-103, Standard, Utility size @ \$5.04/12	40.32
	3000 Book Pockets, Standard Self-adhesive #41-330 @ \$18.80/M	56.40
	5000 Book Cards, Buff, Style F, #42-223 @ \$3.95/M	19.75
	5 Boxes (1000 each box) Super-Stick Labels, #16-234 1/2" x 1 1/4" box	11.55
	4 Cans Bookote Plastic Coating #10-116, 16-oz spray can @ \$2.05	8.20
<i>2cc'd →</i>	1 Book Caddie (Caddie I) 4 3/4" x 15 1/4", #65-511 20 lbs.	53.90
	Totals	\$239.62
	Less 2% for order over \$200	4.80
	Net to be paid	\$ 234.82

*hand to
line from*

Criminal Justice Training
& Education Center
316 N. Michigan St.
Toledo, Ohio 46024

MEMORANDUM

DATE: July 18, 1975

TO: Mike Maginn/RPU
Bob Buck/CJTEC

FROM: Daryl Ellsworth/CJTEC Resource Center

SUBJECT: RPU Library Materials

As both of you know, the CJTEC Resource Center has this week received the collection of books, reports, and periodicals formerly in the RPU conference room. This memo is to give an informal report on what I consider the best procedures for handling these materials, and for future inputs. If either of you have questions, or wish to change the below planned procedures, please let us get together soon.

In an informal count, the material consisted of 49 titles of periodicals including 306 individual issues of these titles, and approximately 500 reports and books. A listing of the periodical titles is attached.

It is planned to merge the periodicals received from the RPU completely with those already available at CJTEC. For collections this small it would not be efficient to maintain separate periodical collections. However, we will have the capability of circulation of individual titles of NEWLY RECEIVED periodicals to those staff members who indicate an interest, provided that we have the opportunity to check these individual periodicals into our records as they are first received.

Page 7
Mike Maginn, Bob Rack
July 18, 1975

I request that instructions be given to your staff members of both RPU and of CJTEC that: (1) Each staff member give the Resource Center a list of those periodicals that they want to see on a regular basis, (2) Staff members return to the CJTEC Resource Center all those periodicals that they currently hold in their office, with appropriate notes on those that they want returned after we have marked them in our records, (3) Staff members who are responsible to open daily incoming mail will give all periodicals (magazines, newsletters, etc.) to the CJTEC Resource Center AS THEY ARE FIRST RECEIVED. In this manner, we will be able to check the issues in our records, and then make immediate delivery to the staff member(s) who want to see them. Newspapers will not be cataloged, and should be distributed to staff members first.

The CJTEC Resource Center is attempting to determine the expiration dates of purchased subscriptions of CJTEC periodicals, in order that renewals may be made promptly as they are needed. I suggest that Bob Rack and Gary Pence determine whether the CJTEC budget or the RPU budget be used to renew subscriptions, of RPU periodicals which we will be handling. The CJTEC Resource Center should be the coordination points for all renewals and new subscriptions, however, for both CJTEC and RPU, simply for efficiency in record keeping.

The following general procedures are planned in handling books and reports from the RPU collection: (1) They will be sorted into general categories, such as books, technical reports, annual reports, plans, directories, administrative and planning reports, etc. (2) An arbitrary "RPU-" number will be assigned each item, and an informal title listing will be generated for these numbered items. (3) The materials will be merged with the CJTEC collection.

NOT
DONE
TO
DATE

Page 3
Mike Maginn
July 18, 1975

During the cataloging process of the books and reports, any item with an RPU- number will be separately noted, and a copy of the catalog entry will be filed by RPU-number sequence. Thus, we will have two ways of identifying the RPU-materials: 1) the informal title listing in RPU-number sequence, and (2) the catalog entry that will be generated during the complete cataloging process.

Procedures and formats for cataloging are almost completed. At the present the catalog main entry will be on a 5 x 8 inch card, with multiple copies of the card filed for appropriate entry points. Discussions are taking place with MORIS to plan a simple program for computerized retrieval of materials; however, this will be a future effort.

PERIODICALS RECEIVED FROM RTU COLLECTION, JULY 16, 1975

Title	Number of Issues
	8
American Bar Association Journal	1
American Journal of Correction	1
ALI-ABA CLE Review	1
The American Criminal Law Review	3
ASPA News and Views	1
CAFO News	3
CJCC Newsletter	3
Cincinnati-Hamilton County Criminal Justice RTU Newsletter	3
Correctional Program News (The Candle)	2
The Council News	15
County News	1
Crime and Delinquency Literature	59
Criminal Justice Newsletter (national)	2
Criminal Justice Newsletter (Lucas County RTU) (note that we need other back issues of this for a complete set)	1
Criminal Justice	1
Criminal Justice Planning Bulletin	1
Criminal Justice Planning News	1
Denver Crime Reduction Bulletin	5
Drug Enforcement	1
Evaluation	9
Exec-u-Scope	1
The Georgetown Law Journal	4
The Community Center News	2
Insight	5
Journal of Police Science & Administration	12
Law and Order	

LEMA Newsletter

24

League of Women Voters Legislative Bulletin

13

MHA (Municipal Performance Report)

1

Monitor

12

MAD Observer

6

Maricopa Control Digest (sample issue only, apparently no subscription)

1

Nation's Cities

2

Network

1

Offender Employment Review

3

Police Shield (where are the other issues?)

1

Region 2 Review

3

STD (Selected Topic Digest)

3

Safety News

4

Speaking of Governmental Action

7

Speaking of Research

3

Target

16

Targeting in on Handgun Control

1

Thrust

21

TAMCOG News

8

TAGRA Newsletter

12

TAGRA Report

14

Western City Magazine

1

YUCA Interchange

1

CRIMINAL JUSTICE TRAINING AND EDUCATION CENTER

MEMORANDUM

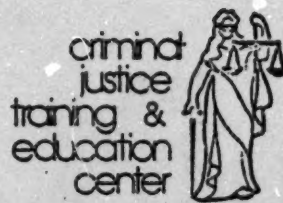
DATE: 7/24/75
 TO: CJTEC staff
 FROM: EARYL ELLSWORTH
 SUBJECT: ACCESSION NUMBER PATTERNS FOR CJTEC RESOURCE CENTER BOOKS AND REPORTS

Attached is a copy of the accession number patterns which will be assigned to documents, books, and reports during the cataloging process in the CJTEC Resource Center. I ask that you look them over and give me your comments as soon as possible. We are planning to begin the formal process of cataloging these documents next week, and hope that this system of accession numbers will be appropriate for your needs. As I view the future of the Resource Center, this pattern of numbers will provide for plenty of expansion for three or four years. Using a six-digit alpha-numeric pattern, this will permit up to 10,000 items to be cataloged. If this capacity is reached, another system can then be easily adapted.

I have allowed room for approximately 100 different plans, 100 annual report series, 200 reference items, 100 vertical file items, 500 curriculum materials, and 9,000 books and technical reports. It is planned to re-use a given accession number for successive years of plans, annual reports, and references. As an example, the same accession number will be assigned to the 1973, 1974, 1975, and 1976, etc., plan or report which has a common title, such as the Ohio Comprehensive Criminal Justice Plan series.

At the present time, there will be no cataloging of periodicals and newsletters, other than to keep some track of indexes for those periodicals which publish annual or regular indexes. We will, however, publish a list of all periodicals received in the Resource Center, at a later time.

Plans for cataloging film and other audiovisual materials will be developed within the next few weeks. It is probable that an accession number pattern such as "CJF -," or "CJAV -" will be used.



346 n. michigan street suite 900 toledo, ohio 43624

RESOURCE CENTER CATALOGING ACCESSION NUMBERS

Accession Number Series	Document Types
CJ-0001 thru CJ-0099	Proposals, Plans, Guidelines for Funding, Policy and Procedures Manuals, Administrative Miscellaneous items
CJ-0100 thru CJ-0199	Annual Reports of Agencies (NOT program annual reports)
CJ-0200 thru CJ-0399	Reference Materials, such as Directories, Handbooks, Dictionaries, Encyclopedias, Statistical Data Summaries, certain Yearbooks, Bibliographies, Who's Who, etc.
CJ-0400 thru CJ-0499	Vertical File materials, such as Brochures, Pamphlets
CJ-0500 thru CJ-0999	Curriculum Guides, Local Training Materials, and Miscellany needed for individual training sessions CJ-0500 thru CJ-0599 = POLICE Component materials CJ-0600 thru CJ-0699 = COURTS Component materials CJ-0700 thru CJ-0799 = CORRECTIONS Component materials CJ-0800 thru CJ-0899 = COMMUNITY Component materials CJ-0900 thru CJ-0999 = Training materials not assigned to individual CJTEC Component
CJ-1000 thru CJ-4999	Books from Commercial Publishers, either hardbound or paperbound
CJ-5000 thru CJ-9999	Technical Reports, Research Reports, Project Reports from other than Commercial Publishers

MEMORANDUM

DATE: August 4, 1975
TO: Bob Rack ✓
FROM: Daryl Ellsworth, Resource Center *Daryl*
SUBJECT: HEW/OE Guidelines for Financial Aid Programs,
noted in Federal Register, Friday, August 1, 1975

Noted in the Federal Register for Friday, August 1, 1975, received today, is a set of policy guidelines issued by HEW/OE in regard to their program of assisting states in their local support for educational agencies (see pages 32329 - 32335). I suggest that this regulation be studied closely to determine the appropriateness of its application to CJTEC. Since we are a recognized "Class A" training agency, we may become eligible for OE funds. I also note on page 32330 that the state could designate the applicant as the appropriate body to apply as an applicant under the rule, if the state educational agency is clearly not considered the appropriate body to apply.

(no response)

Criminal Justice Training
& Education Center
316 N. Michigan St.
Toledo, Ohio 43624

MEMORANDUM

DATE: August 24, 1975
TO: Staff of JETU and CJTEC
FROM: Daryl Ellsworth, CJTEC Resource Center *Daryl*
SUBJECT: Newspaper Clipping Collection in CJTEC Resource Center

Did you know that a newspaper clipping collection is housed in the CJTEC Resource Center? This is a small one at present, but could be a valuable asset for your use as criminal-justice-related news items for your programs. Even though I will be leaving soon, I am sure that my replacement will be able to continue this service.

You are urged to send down materials for this collection. Cut out items from local or other newspapers and let us mount them on 8 1/2 x 11 pages for your use, or give us xerox copies of items that you have already collected.

Come in anytime and browse through the collection, or xerox any items you need. We do not intend to catalog this collection at present.

Criminal Justice Training
& Education Center
316 N. Michigan St.
Toledo, Ohio 43624

MEMORANDUM

DATE: August 15, 1975
TO: Susan Delvecchio
FROM: Daryl Ellsworth, Resource Center
SUBJECT: Special group of materials concerning grantsmanship

As you requested, I have listed below those documents which Clarence Walker had collected, concerning grantsmanship. At the present time they are being cataloged and will be housed on our shelves as follows:

CJ-0001	Grant Writing Made Easy. Five Steps to Easier Proposal ...
CJ-0002	The Guide to Successful Grantsmanship. (Plus Supplement).
CJ-0003	Where America's Large Foundations Make Their Grants, 1974-75 Ed.
CJ-0004	How to Write Successful Foundation Presentations.
CJ-0005	How to Raise Funds From Foundations.
CJ-0006	How to Get Government Grants.
CJ-0007	Grants Policy Statement, Public Health Service.
CJ-0200	Annual Register of Grant Support (this will be housed as a Reference item)
_____	Foundation News (since this is a periodical, this will be housed in our periodical collection and not cataloged)

We also have a few other items in our general collection which will be available as soon as the cataloging is completed. The subject term "grantsmanship" will be used for retrieval.

APPENDIX B.

CLASSIFICATION SYSTEM USED IN ANOTHER
CRIMINAL JUSTICE INFORMATION CENTER

CRIMINAL JUSTICE REFERENCE AND INFORMATION CENTER
LAW LIBRARY, THE UNIVERSITY OF WISCONSIN
MADISON, WISCONSIN 53706

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CRIMINAL JUSTICE

Telephone: 262-1499

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• Juvenile and Criminal Courts
• Defender Offices
• Correctional Agencies

August 13, 1975

Mr. Daryl Ellsworth
Criminal Justice Training
and Education Center
316 N. Michigan Ave.
Suite 900
Toledo, Ohio 43624

Dear Daryl:

Enclosed is a copy of our classification system, as per your request; it is far from perfect. I would definitely make a few alterations, in terms of our holdings, if I were starting over. Undoubtedly, some classifications would probably have to be merged or further broken down to fit your needs.

The first 2 digits indicate the subject; the last 4 digits are merely the accession number within each subject. For example, 640230 would indicate the 230th item received on drug abuse. This 6-digit classification scheme was derived from a computer program which we were involved with at one time, but which was highly unsatisfactory. When the decision was made to convert to a manual system, we decided to retain the 6 digits as well as the catalog card format of the program in order to retain uniformity in our card catalog for the benefit of our users. Also, this simplified numbering system is quickly comprehended and greatly appreciated by our patrons.

I am so sorry for the delay in contacting you, but I don't know where the time has gone since I returned from Detroit. I thoroughly enjoyed meeting you, as well as all of the other participants in the criminal justice conference and hope to see you next year.

Please let me know if I can be of further assistance. Best of luck in establishing your library.

Sincerely yours,

Sue Center
Mrs. Sue L. Center
Director

SLC:lmo
encl.

CRIMINAL JUSTICE REFERENCE AND INFORMATION CENTER
LAW LIBRARY, THE UNIVERSITY OF WISCONSIN
MADISON, WISCONSIN 53706

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WISCONSIN COUNCIL ON
CRIMINAL JUSTICE

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June 30, 1975

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• Police
• District Attorneys
• Juvenile and Criminal Courts
• Defender Offices
• Correctional Agencies

Classification Scheme

000000	Periodicals
000001	Annual reports
000002	Annual reports - Private agencies
000003	Penal Press
010000	Criminal Law
020000	Criminal codes - state and federal
030000	Crime and Criminal Behavior
040000	Crimes against life
050000	Crimes against property
060000	Crimes against sexual morality
070000	Other specific offenses - gambling, forgery, bombings, bad checks, etc.
080000	Organized crime
090000	[expansion]
100000	Police - studies, theory, history
110000	Police organization, administration, & management
120000	Police manuals
130000	Police personnel
140000	Police training & education
150000	Police training materials
160000	Police facilities, equipment, techniques
170000	Police community relations
180000	Non-criminal law enforcement
190000	Coroners

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200000	Criminal law for police
210000	Police patrol
220000	Detection & investigation of crime
230000	Arrest, search & seizure
240000	Suspect in custody
250000	Pre-trial
260000	Trial
270000	Sentencing
280000	[expansion]
290000	Ombudsman
300000	Criminal justice system
310000	Comprehensive plans
320000	Criminal justice higher education
330000	Prosecutor
340000	Defense attorney
350000	[expansion]
360000	Legal services
370000	Judges
380000	Courts
390000	[expansion]
400000	Correctional system
410000	Jails
420000	Correctional institutions
430000	Correctional institution programs
440000	Volunteers
450000	Inmates
460000	Probation & parole

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470000	Community-based programs
480000	Correctional personnel
490000	[expansion]
500000	Juvenile delinquency
510000	Juvenile law
520000	Police handling of juveniles
530000	Juvenile courts
540000	Juvenile correctional facilities
550000	Juvenile community-based programs
560000	Juvenile probation & parole
570000	[expansion]
580000	[expansion]
590000	[expansion]
600000	Mental health
610000	Civil disorders
620000	Civil rights
630000	Alcoholism
640000	Drug abuse
650000	Violence
660000	Problems in society - welfare, curfews, voter registration, etc.
670000	Constitutional right questions
680000	Abortion
690000	[expansion]
700000	National reports - commissions, task forces, etc.
710000	General reference

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